

## **CHAPTER 201**

### **GENERAL CARGO MOVEMENT PROVISIONS**

#### **A. PURPOSE**

1. This regulation prescribes policies and procedures and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DOD) activities, to include the transportation and movement of materiel.

2. It also prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DOD Components, other United States (U.S.) Government Agencies/civil authorities, and users of the Canada-United States Integrated Lines of Communication (CANUS-ILOC) in the transportation and movement of materiel to, within, and outside the Defense Transportation System (DTS).

3. Defense Transportation Regulation (DTR) procedures apply to the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Coast Guard, General Services Administration (GSA), United States Transportation Command (USTRANSCOM) and its Transportation Component Commands (TCCs), and other activities/Agencies using the DTS. In some cases, when moving materiel by commercial carriers, only selected procedures and data elements are used.

4. There are no exclusions from these data/documentation requirements for shipments entering the DTS. Some shipments that might logically fit the description of movement in the DTS are instead covered by Service or Agency regulations. Those DTS-like shipments not covered by the DTR are:

- a. Coal and petroleum products shipped in bulk.
- b. Annual resupply projects not entering the DTS.

#### **B. POLICY**

1. This regulation governs the exchange of logistics data between the Services and Agencies and the routing of DOD-initiated or DOD-sponsored cargo shipments worldwide by commercial rail, motor, air, freight forwarder, pipeline, intermodal (including inland waterway, intra-coastal, inter-coastal, ocean), and military transportation, with the exception of mobility movements outlined in this regulation, Part III, Mobility. This regulation outlines authority assigned to the USTRANSCOM, TCCs, Unified Commands' Commanders-in-Chief (CINCs), and Transportation Officers (TOs) in regard to providing transportation services.

2. USTRANSCOM, in conjunction with the Services and theater CINCs, provides technical direction and supervision over all traffic management functions incident to DOD passenger, cargo, mobility, and personal property movements within the DTS during peace and time of war.

3. DOD activities are required to use the DTS services outlined in this regulation except when they are Service-unique or theater-assigned assets. Required DTS services, for the purpose of this regulation, include all services provided by TCCs and other agencies on their behalf.

a. Deviations or exemptions will not be approved unless the user establishes that the DTR does not provide workable methods or procedures. The DTR accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the DTR Administration Office and all Agencies concerned will be advised. DTR users involved in the development of advanced logistics systems will establish liaison with the DOD DTR System Administrator. In addition, Service, CINC, and Agency mobility plans will recognize DTR documentation requirements.

b. Maximum use is made of Automated Information Systems (AIS), Defense Switched Network (DSN), Electronic Data Interchange (EDI), Electronic Mail (e-mail), facsimile (FAX), Worldwide Web (WWW), and the Defense Data Network (DDN) to speed the exchange of DTR data. Services, Agencies, and theater commands establish communications methods for clearance authorities, terminals, and related activities requiring DTR data.

c. DTR documents are not classified unless the sponsoring Service assigns a security classification in accordance with (IAW) DOD 5200.1-R, Information Security Program. GSA assigns a security classification IAW Office of the Administrator Publication 1025.2, Information Security. When so classified, the integrity of the classification is protected within the DTS. Classified cargo will be moved in accordance with procedures in Chapter 205.

### **C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES**

1. The Office of the Deputy Under Secretary of Defense for Logistics (DUSD/L) will:

a. Establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DOD and commercial transportation resources.

b. Chair the DOD Transportation Policy Council, which provides a forum for coordinated review of DOD transportation policies, systems, and programs.

2. Service Secretaries will:

a. Assign their transportation commands (Military Traffic Management Command (MTMC) of the Department of the Army, Military Sealift Command (MSC) of the Department of the Navy, and Air Mobility Command (AMC) of the Department of the Air Force) in times of peace and war to the Commander-in-Chief United States Transportation Command (USCINCTrans) as TCCs under USCINCTrans' Combatant Command (COCOM).

b. Assign common-user transportation assets of the military departments to USCINCTrans' COCOM, except for those Service-unique or theater-assigned transportation assets.

c. Program, budget, organize, train, and equip forces for assignment to USCINCTrans.

d. Resource and manage their transportation programs, which include base transportation operations, and issue applicable supplemental policy, procedures, and traffic management guidance in support of those operations.

3. The Chairman of the Joint Chiefs of Staff (CJCS) will:

a. Staff and submit to the Secretary of Defense (SECDEF), through the Under Secretary of Defense for Acquisition, USCINTRANS, and other officials, for approval.

(1) Changes to procedures for submission of transportation movement requirements to USCINTRANS.

(2) Changes to the transportation movement priority system to ensure its responsiveness to the commanders requiring transportation services.

b. Recommend forces for assignment to USCINTRANS to the SECDEF for approval, in accordance with United States Code (U.S.C.), Title 10, Section 162, Combatant Commands: Assigned Forces; Chain of Command.

4. Service or Agency Headquarters transportation staffs will:

a. Provide technical direction, management, and evaluation of the cargo traffic management aspects of the DOD transportation movement program, subject to the overall guidance, policies, and programs established by their Service or Agency and USTRANSCOM.

b. Ensure efficient, responsive, and quality transportation services and compliance with governing laws, directives, and regulations.

c. Direct development and implementation of DOD, Service, or Agency transportation policies, procedures, and programs.

5. USCINTRANS will:

a. Exercise COCOM of MTMC, MSC, and AMC in times of peace and war.

b. Exercise COCOM of all assigned transportation assets of the military departments except for Service-unique or theater-assigned transportation assets (i.e., C-130 aircraft, port handling equipment, and other transportation assets).

c. Provide management support for Service-unique or theater-assigned transportation assets when agreed by USCINTRANS and a Service Secretary or a commander of a unified command, or when so directed by the SECDEF.

d. Submit to the SECDEF, through the CJCS, the Under Secretary of Defense for Acquisition, and such other officials, for approval any changes to transportation, fiscal, procurement, or other DOD policies to implement this regulation.

e. Establish and maintain relationships between the DOD and the commercial transportation industry to develop concepts, requirements, and procedures for the Contingency Response (CORE) Program, the Civil Reserve Air Fleet (CRAF), and the Voluntary Intermodal Sealift Agreement (VISA)/Sealift Readiness Program (SRP). Any procedure so developed will take effect upon approval by the SECDEF.

f. Ensure that transportation policy, procedures, and data requirements are fully integrated with overall DOD logistics interfaces.

g. Provide air, land, and sea transportation in peace and war as the DOD single manager for transportation other than Service-unique or theater-assigned transportation assets. USTRANSCOM will align traffic management and transportation single manager responsibilities to achieve optimum responsiveness, effectiveness, and economy in times of peace and war and will perform such additional functions as outlined below:

(1) Exercise COCOM of all assigned forces, to include organizing and employing forces to carry out assigned missions and providing forces in support of other unified commands. USCINCTRANS will exercise COCOM through the TCCs. USCINCTRANS will direct AMC, MSC, and MTMC to perform missions and related responsibilities as noted in Paragraphs C.8, C.9, C.10, and C.11 of this Chapter or as may be necessary to carry out USCINCTRANS-assigned missions.

(2) Apply apportioned/allocated strategic mobility resources as directed by the National Command Authority (NCA).

(3) Prescribe procedures for the submission of transportation requirements by the DOD Components to USCINCTRANS.

(4) Provide management support for Service-unique or theater-assigned transportation assets, to include pre-positioned ships, to the secretaries of the military departments and the commanders of unified commands at the direction of the SECDEF, or upon request of the Service Secretary or CINC concerned.

(5) Develop, prioritize, and make recommendations through the Joint Chiefs of Staff (JCS) to the secretaries of the military departments and the Under Secretary of Defense for Acquisition on the capability, capacity, characteristics, design, and other requirements for mobility assets needed to execute DOD common-user transportation and strategic mobility objectives. Identify and support programming requirements, along with capital investment strategies, via the Planning, Programming, and Budgeting System (PPBS).

(6) Establish and maintain relationships between the DOD and the commercial transportation industry (in coordination with the Department of Transportation (DOT), Federal Aviation Administration (FAA), and the National Transportation Safety Board) to promote the seamless transition from peace to war and improve interfaces between the DOD and industry.

(7) Manage the Transportation Working Capital Fund (TWCF) financial operations, to include programming, budgeting, accounting, and reporting. Provide guidance for standardization of rates, regulations, and operational policies and procedures.

(8) Develop and implement, in coordination with the military departments, TWCF manpower management policy to maintain USCINTRANS' visibility and adequate control of common-user transportation manpower and personnel assets. Establish procedures to program, account for, and document TWCF military and civilian manpower and personnel. Assess the functional impact of proposed manpower increments and decrements to the common-user transportation functions and recommend changes through the CJCS IAW DOD Directive 5158.4 United States Transportation Command.

(9) Control assigned funds made available from the National Defense Reserve Fleet (NDRF) for operations, maintenance, and lease of national defense sealift vessels operated under the TWCF.

(10) Review and analyze Service-proposed organizational and mission changes within the TCCs that impact on the ability of USCINTRANS to carry out assigned responsibilities.

(11) Ensure the effective and efficient use and control of U.S. Government-owned or commercial strategic mobility resources and capabilities available to the DOD.

(12) Through the TCCs, coordinate and implement transportation and acquisition policy and ensure peacetime and wartime procedural compatibility. Assume financial responsibility through the management of the TWCF account and participate in the acquisition planning, monitoring, and overseeing of TCC procurement execution, as outlined in USTRANSCOM Regulation 110-5, Acquisition Oversight Group. Develop acquisition strategies for execution by the TCCs to accomplish USCINTRANS missions. Excluded from these procedures are responsibilities specifically reserved to the Head of the Contracting Activity.

(13) In support of the Service heads of an agency, take action to facilitate the resolution of USTRANSCOM-unique requirements related to the procurement of transportation services.

(14) Coordinate the forecasting and execution of validated transportation requirements on behalf of the DOD in both peace and war, to include channel approval. Advise the Joint Staff (JS) and other DOD Components when there is insufficient capability to meet requirements and make recommendations for appropriate actions to alleviate the shortfall.

(15) Disseminate the necessary information to the DOD and Service authorities to facilitate the smooth flow of programming requirements, transportation movement requirements, and other pertinent information to ensure effective transportation operations within the DOD.

(16) With the approval of the SECDEF and IAW the memoranda of understanding with DOT, augment, as necessary, the strategic mobility capability by activating strategic reserve or mobilization programs, such as CRAF, Ready Reserve Force (RRF), VISA/SRP, and the CORE program. Develop policies, requirements, concepts, and procedures and provide direction and oversight for the CORE Program, CRAF, VISA/SRP, and other established mobilization programs as assigned.

(a) Upon approval of the SECDEF and in coordination with the Secretary of Transportation (SECTRANS), USCINCTRANS will activate the RRF to meet operations/contingencies/CJCS exercises or, as prudent, take advance action to coordinate and plan with the Maritime Administration (MARAD) the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise MARAD that activation of the VISA/SRP is under consideration and request that MARAD prepare an economic impact statement. Forward a recommendation to SECDEF and transmit, for signature, a proposed memorandum to the SECTRANS requesting concurrence in the activation of the VISA/SRP. Upon approval of VISA/SRP activation, direct MSC to arrange with ship operators for the acquisition of particular ships.

(b) Activate, with concurrence of the SECDEF, any CRAF stage or segment to fulfill commercial air augmentation of DOD's airlift fleet.

(c) Recommend, through the SECDEF, in coordination with the SECTRANS, the necessary Presidential action to enable requisitioning of ships in accordance with U.S.C. Title 46, Section 1242, Shipping, and U.S.C. Title 50, Section 196, Emergency Foreign Vessel Acquisition; Purchase or Requisition of Vessels Lying Idle in United States Waters.

(17) Serve as the principal DOD focal point with MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards in accordance with applicable memoranda of understanding and/or agreements.

(18) Monitor and evaluate Service readiness programs for active and reserve component units that support USCINCTRANS missions.

(19) Coordinate with the unified commands for the protection of USCINCTRANS assets, host nation (HN) transportation, negotiate/review international support agreements, and other related support to USCINCTRANS forces.

(20) Within mission responsibilities, maintain oversight of those dockets, proposals, and notices of federal, judicial, state, municipal, or other U.S. Government agencies, and commercial entities on rates and services that may affect military transportation and traffic management needs and authorities. Alone or through the components, represent the DOD, or coordinate with appropriate DOD or other U.S. Government agencies on legislative, legal, or regulatory issues to protect or promote DOD transportation interests in accordance with Department of Defense Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.

(21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority, as required in accordance with Department of Defense Instruction 4000.19, Interservice and Intragovernmental Support, and act as the point of contact (POC) for operational agreements within the DTS.

(22) Nominate the chairperson of the Transportation Committee of the Defense Acquisition Regulatory Council. The Transportation Committee chairperson manages the formulation and evaluation of proposed transportation acquisition policy for inclusion in appropriate acquisition regulations.

(23) Conduct deliberate and execution transportation planning for DOD Components in accordance with the Joint Strategic Planning System (JSPS) and the Joint Operation Planning and Execution System (JOPES).

(24) Coordinate and provide worldwide JOPES training in conjunction with service schools.

(25) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted in accordance with the JSPS and JOPES.

(26) Integrate, in coordination with the DOD Components and the transportation industry, the DOD transportation-related command, control, communications, and computer systems (C4S) by maintaining the Global Transportation Network (GTN). USTRANSCOM will coordinate and provide worldwide GTN training.

(27) Promote the development, production, and fielding of transportation and C4S that enhance the effectiveness of the DTS and establish a C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.

(28) Act as the DOD administrator for all transportation data to ensure the automated systems supporting the DTS are compatible and/or interoperable in support of Corporate Information Management (CIM) goals and objectives. Establish and coordinate transportation data standards and protocols and provide transportation data for the logistics portion of the Defense Data Repository System.

(29) Serve as the program manager for Defense Transportation EDI.

(30) Serve as DOD single manager for intertheater medical regulating. Conduct Continental United States (CONUS) medical regulating by exercising authority, direction, and control over the Global Patient Movement Requirements Center (GPMRC). Provide the systems, policies, and procedures to regulate patients into other theaters from combat theaters. Maintain, train, and deploy medical regulating teams (Category A reservists).

(31) Serve as the principal focal point to develop, coordinate, and execute a DOD strategy for production of transportation intelligence to satisfy strategic mobility requirements; develop DOD standards for transportation intelligence products; and coordinate the transportation intelligence production efforts of other organizations under the Distributed Production Program. Produce transportation intelligence in support of USTRANSCOM and component mission planning and execution.

(32) Propose DOD intermodal system policies for SECDEF approval and prescribe procedures for implementation. Advocate DOD intermodal system programs that will optimize strategic mobility.

(33) Provide direction and oversight for the Joint Logistics Over-the-Shore Program.

(34) Act as lead agent for transportation publications, as assigned by the CJCS or SECDEF.

(35) Operate the Joint Transportation CIM Center (JTCC) to improve the efficiency and effectiveness of the DTS through the application of functional process improvement and the central direction of transportation-related information systems development and migration.

(36) Serve as the DOD advocate to incorporate effective transportation engineering techniques and characteristics into DOD transportation processes, equipment, and facilities.

(37) In coordination with other appropriate agencies, provide direction and oversight for all matters dealing with the transportation of hazardous material (HAZMAT).

(38) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.

(39) Perform continuing analysis of the DTS to improve the quality of service to the customer. Change procedures to enhance customer service and make recommendations to the JS and SECDEF for policy changes.

(40) Designate, in consultation with the Services, CONUS Seaports of Embarkation (SPOEs), Aerial Ports of Embarkation (APOEs), Seaports of Debarkation (SPODs), and Aerial Ports of Debarkation (APODs) for deploying/redeploying forces and sustainment during planning and execution. Make recommendations to the theater commanders for designation of Outside Continental United States (OCONUS) SPODs/APODs and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.

(41) Establish Command Arrangement Agreements with the unified commands and enter into a Memoranda of Agreement (MOA)/Memoranda of Understanding (MOU) with other agencies to execute USCINCTrans missions.

(42) Provide operational reports as required by Department of Defense Instruction 4100.31, Reports on Single Manager Operations.

(43) Communicate and coordinate directly with all DOD Components and with other departments and agencies of government in matters relating to USCINCTrans missions.

(44) Serve as the DOD focal point for all international cooperative airlift agreements.

(45) Furnish, through the CJCS, for SECDEF approval, changes to DOD transportation policy.

(46) Perform approval authority functions by coordinating all DTR changes with Services and DLA.

(47) Perform other missions, as directed by the SECDEF.



6. The Joint Mobility Control Group (JMCG) will:

a. The JMCG consists of the Mobility Control Center (MCC), the Joint Traffic Management Office (JTMO), Joint Operational Support Airlift Center (JOSAC), Global Patient Movement Requirements Center (GPMRC), Joint Intelligence Center Transportation (JICTRANS), and the TCCs command and control (C2) centers.

b. The JMCG is a key end-state objective of the USTRANSCOM Strategic Plan. The JMCG exemplifies the concept of centralized control and decentralized execution of DTS movement requirements and is the focal point to orchestrate and optimize DTS operations in support of the Unified Commanders and other customers. The JMCG improves DTS efficiency and effectiveness through maintaining better visibility of transportation assets and requirements, providing alternative recommendations on transportation options, eliminating redundant functions, improving operations modeling and feasibility estimation, and improving coordination between USTRANSCOM C2 nodes. It provides for an operational environment where execution functions remain at the TCCs. The JMCG overarching responsibilities include:

- (1) Enacting USTRANSCOM's responsibility as the single manager of the DTS.
- (2) Bringing U.S. transportation resources to bear against any movement task.
- (3) Providing visibility of all movement requirements.
- (4) Providing C2 of global mobility forces and other assets.

7. The MCC. USTRANSCOM's MCC is the single location for managing all movement requirements. The MCC is comprised of requirements and customer service teams and includes a meteorological and oceanographic cell (METOC), a medical cell, and an intelligence representative. The MCC serves as the single face to the customer on all requirements moving within the DTS. The MCC also performs:

- a. Transportation feasibility analyses.
- b. Deployment estimates.
- c. Cost estimates.
- d. Requirements confirmation.
- e. Shortfall identification.
- f. Mode selection.
- g. Requirements consolidation recommendations.

8. TCCs (AMC, MTMC, and MSC) will:

a. Take all required actions within law, executive order, and regulation to support USCINCTRANS in executing their missions.

- b. Ensure the effective and efficient use of USTRANSCOM-controlled and commercial transportation services for the DOD.
- c. Prepare recommendations for USCINCTrans on the design, specifications, and equipping of strategic mobility assets. In collaboration with appropriate Government agencies, study, analyze, and recommend improvements in strategic mobility systems.
- d. Develop, establish, and operate data systems, within the technical and functional parameters and standards established by USCINCTrans and in accordance with DUSD/L, to integrate DOD transportation information worldwide and provide data for the DOD Components.
- e. Manage TWCF activities, incur obligations and costs as necessary to perform the activity mission, prepare and submit TWCF required transportation financial reports to USCINCTrans/Office of the Secretary of Defense (OSD), and identify to USCINCTrans any impediments to achievement of performance cost goals.
- f. Submit to USCINCTrans for coordination and analysis any proposed major organizational or manpower changes affecting TWCF functions that would result in activity closure or reduction-in-force of civilian personnel.
- g. Identify the split between common-user transportation and Service-unique manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code (PEC) or other agreed upon coding established and controlled through USTRANSCOM. Plan, program, budget, account for, and maintain manpower authorization documents for TWCF funded manpower. Coordinate all TWCF funded manpower adjustments with USCINCTrans. Notify USTRANSCOM of any Service-levied manpower or personnel ceilings, constraints, or restrictions impacting TWCF assets.
- h. Submit acquisition packages for procurement of USTRANSCOM-related transportation services and equipment to USTRANSCOM for review and coordination, as directed in USTRANSCOM Regulation 110-5.
- i. Develop and submit TWCF program and budget submissions and associated reports to USCINCTrans in accordance with established procedures.
- j. Notify USCINCTrans, in accordance with established procedures, of the receipt or initiation of any claim by or against a contractor in excess of \$1 million.
- k. Submit to USCINCTrans, for forwarding to higher headquarters (HQ), all prepared statements and supporting material for congressional hearings and proposed legislative packages. Submit to USCINCTrans copies of responses to congressional inquiries relating to common-user, DTS initiatives.
- l. Submit to USCINCTrans, for forwarding to higher HQ, all prepared responses to audit reports relating to common-user, DTS issues. Report to USCINCTrans all DTS-related internal control weaknesses identified under Department of Defense Directive 5010.38, Management Control (MC) Program.

m. Recommend to USCINCTrans policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within CONUS and OCONUS.

n. Review and analyze such proposals, notices, decisions, regulations, laws, and so forth of federal, state, and local agencies, courts, legislatures, and commercial entities that affect USCINCTrans' mission.

o. Provide program and budget submissions to the military departments for strategic mobility requirements in accordance with established procedures. Keep USCINCTrans informed of the status of these requirements while Service programs are under development and after completion of their Program Objective Memoranda.

p. Review, analyze, and submit recommendations to USCINCTrans on Consolidation and Containerization Activities (CCAs).

q. Perform strategic deployment analysis of transportation systems. Analyze constraints and capabilities of DTS modes and subsystems that support strategic mobility. Coordinate with other DOD Components on installation outload capability and enhancement programs.

r. In coordination with USTRANSCOM, develop MOA and MOU and other similar documents necessary to formalize commitments of transportation services within the limits of the policies prescribed by this regulation. Examine all such documents to bring them in compliance with this regulation and submit them to USCINCTrans for approval prior to final signature.

s. Provide deliberate and execution-planning support to USTRANSCOM to ensure effective and efficient use and control of transportation assets and services.

t. Provide USCINCTrans with copies of internal regulations concerning the acquisition of transportation services. Coordinate with USCINCTrans all changes, revisions, and new internal regulations that would either require subsequent action from USCINCTrans or that would supplement specific USCINCTrans guidance previously received.

u. Provide recommendations for and information pertaining to diversions of cargo, personal property, and passengers within the DTS. Diversions will be made only with concurrence of the affected shipper, Service, Agency, or CINC.

v. When designated, develop and publish transportation publications as assigned by USCINCTrans.

w. Serve as the USTRANSCOM POC for the establishment, amendment, or clarification of rules and regulations of the regulatory bodies governing safe and secure transportation of explosives and other HAZMAT.

x. Inform USCINCTrans of Service-assigned missions.

y. Perform other mission tasks as directed by USCINCTrans.

z. Procure commercial transportation services, to include data reporting requirements.

9. The Commander AMC will:

a. Act as single manager, on behalf of USTRANSCOM, for airlift, intertheater, intratheater, and CONUS aeromedical evacuation, aerial refueling support, and support services to the DOD Components as required by USCINCTrans.

b. Be responsible for all airlift procurement and negotiation and serve as the single face to industry for airlift matters.

c. Recommend the size of passenger groups and the size of release unit cargo, in conjunction with USTRANSCOM and affected DOD Components.

d. Prepare short-range and long-range forecasts of strategic air transportation requirements and match them with capabilities of DOD, based on an evaluation of requirements.

e. Procure all commercial air mobility services. Administer and negotiate Air Service City Pairs Contract in conjunction with GSA and in coordination with DOD components.

f. Administer and execute the CRAF program. Recommend to USCINCTrans the activation of CRAF, to include required stage(s) and/or segment(s) to meet airlift/aeromedical requirements. Prepare documentation to activate the CRAF and U.S.C. Title 49, Chapter 443, Insurance. Request Secretary of the Air Force Indemnification Program activation and any waivers deemed appropriate. Monitor and manage AMC-assigned missions of these forces upon activation.

g. Perform capability inspections (semi-annually) necessary to certify air carriers for the safe movement of DOD cargo and passengers. Interface with other Federal Agencies to determine civil air carrier eligibility and suitability to provide appropriate service.

h. Operate a worldwide passenger reservation system for international travel aboard AMC transport aircraft and commercial contract airlift.

i. Provide USCINCTrans information on the availability of AMC organic and controlled commercial strategic air mobility capability.

j. Through USTRANSCOM, serve as DOD focal point for international cooperative airlift agreements.

k. Provide host support for USTRANSCOM, including contracting and personnel support.

l. Operate, or arrange for operation of, common-user aerial ports/air terminals within CONUS or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

m. Act as the sole negotiator within CONUS with commercial firms on rates and other matters incidental to air transportation of freight.

n. Provide USCINCTRANS information on the availability of AMC-owned and AMC-controlled commercial air mobility capability.

o. Act as single POC with commercial airline industry for USTRANSCOM for procurement of DOD domestic and international airlift services.

p. Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.

q. Determine and arrange the best means available for obtaining supplemental surface transportation (i.e., bus service incidental to commercial air movement).

10. The Commander MTMC will:

a. Provide surface and surface intermodal traffic-management services, common-user ocean terminal support, and transportation engineering support to the DOD Components as directed by USCINCTRANS. Provide rates (other than intermodal rates, including ocean rates), routing, and carrier performance quality control.

b. Negotiate rates and other matters incidental to surface transportation of freight within CONUS and, as directed by USTRANSCOM, intermodal rates.

c. Negotiate and administer the DOD Personal Property Shipment and Storage Program, as directed by the USTRANSCOM, administer the DOD Privately-Owned Vehicle Import Control Program, and act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property.

d. Operate, or arrange for operation of, common-user ocean terminals within CONUS or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

e. Manage the Defense Freight Railway Interchange Fleet (DFRIF), which is required to supplement the capability of commercial transportation carriers.

f. Administer the U.S. Government car rental program.

g. Administer the surface commercial carrier quality assurance program.

h. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.

i. Provide ocean cargo booking for the DOD Components.

j. Arrange for movement of DOD-sponsored surface export cargo and act as the ocean cargo clearance authority in accordance with this regulation.

k. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense and administer other modal national defense programs as directed by the SECDEF.

l. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.

m. Administer and execute the CORE Program. Recommend to USCINCTRANS the activation of the CORE Program.

n. Provide USCINCTRANS with information on the availability of MTMC-controlled commercial mobility capability.

o. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DOD Components.

p. Consolidate peacetime shipper service and unified commands surface transportation requirements and provide these to MSC. During contingency or wartime, assist USCINCTRANS with the clarification and consolidation of surface requirements from supported unified commanders.

q. Operate a JTMO with the mission to serve as the single USTRANSCOM focal point for the execution of surface intermodal movements within the DTS and with the following responsibilities:

(1) Procure and book surface intermodal movement requirements.

(2) Maintain intermodal shipping schedules and the Integrated Booking System (IBS).

(3) Provide the Defense Finance and Accounting Service (DFAS) with supporting documentation to generate customer bills.

(4) Manage related support systems.

(5) Negotiate ocean rates and, as directed by USTRANSCOM, intermodal rates and related services to meet DOD ocean and intermodal transportation requirements. Perform Administrative Contracting Office (ACO) and Contracting Officer's Representative (COR) duties.

r. Upon request of AMC, provide data residing in Statistical Collection of Passenger Travel (STATCO) for use in the GSA City Pairs Contract.

11. The Commander MSC will:

a. Provide ocean transportation, including ocean movement and support services, to the DOD Components as directed by USCINCTRANS.

b. Provide USCINTRANS and MTMC with information on the availability and status of ships in the Government-owned and MSC-controlled fleet, including chartered commercial ships.

c. Charter vessels.

d. Administer and execute the SRP, oversee the RRF in concert with MARAD, oversee ships requisitioned, and exercise operational control over those mobilization forces on behalf of USCINTRANS.

e. Recommend to USCINTRANS activation of the RRF, the SRP, requisitioning of U.S.-owned ships, or the acquisition or activation of foreign ships or other established mobilization programs in accordance with U.S.C. Title 50, Section 196, and Department of Defense Directive 4140.1, Materiel Management Policy.

(1) When activation is under consideration, MSC, based upon information provided by the JCS/CINCs through USCINTRANS, will inform MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USCINTRANS, MSC will request that MARAD activate required RRF ships. Operational Control (OPCON) of ships will be transferred from MARAD to MSC at activation.

(2) RRF activation, IAW applicable law, is authorized under the following criteria:

(a) To meet a need for sealift capacity that can only be satisfied by a ship in the RRF, subject to conditions contained in the DOD and DOT MOA.

(b) To support deployment, sustainment, redeployment, and other transportation requirements of U.S. armed forces in military contingencies.

(c) In support of CJCS exercises.

(d) For civil contingency operations upon orders from the NCA.

(e) Testing for readiness and suitability for mission performance.

(f) In connection with a transfer.

(3) Ships activated IAW the above will not be in competition with, substitute for, or displace privately owned U.S. flag vessels.

(4) MSC, in conjunction with USTRANSCOM, will determine the RRF ship(s) to be used to support the customer's lift requirements based upon availability, suitability, cost, and other factors. Ship activation dates will be a part of the selection process used to ensure different ships are activated. MSC will coordinate with MARAD for the activation of requested ship(s).

(5) The requirement to activate RRF shipping to test for readiness and operational performance will be considered in the determination of ship activation for use in a contingency deployment or an exercise. Periodic activation is required to ensure ships are able to meet their

breakout schedules and to enhance the readiness of the RRF. MSC will coordinate with MARAD to preclude the activation of the same vessel repeatedly and to ensure the RRF Activation Plan is followed.

(6) When activating ships, USTRANSCOM and MSC will determine the type of ship best suited to complete a mission by utilizing factors discussed in Paragraphs C.11.e.(2)(b) through C.11.e.(2)(e) above and known funding constraints. When activating RRF ships, MSC will use the RRF Activation Plan and lift requirements to decide which ship(s) will be nominated to support an operation, mission, or exercise.

(7) Upon Presidential approval of authority to requisition ships, and when directed by USCINCTrans, MSC will request that MARAD requisition specific ships, which will be transferred from MARAD to MSC after they are requisitioned.

(8) MSC will notify ship owners which of their vessels are being considered for call up under the SRP. When directed by USCINCTrans, MSC will notify ship owners which of their vessels are being considered for requisitioning and arrange for acquisition of particular ships with ship operators while keeping MARAD informed.

f. Act as the USTRANSCOM scheduling authority for ocean transportation (sealift) ships to support DOD requirements.

g. Study, analyze, and recommend requirements for ocean transportation systems.

h. Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo, and efficient use of ship space.

i. Billet and exercise control of all passengers aboard MSC ships. Administrative control may be exercised by the Services concerned. Assignment of supercargo personnel will be managed by MSC in coordination with MTMC.

j. Coordinate MSC operations with appropriate port authorities.

k. Promote the requirements, development, protection, and fielding of C4S to support in-transit visibility (ITV) for ocean transportation.

12. The Area, Activity, or Installation Commander (or their delegated representative(s)) will appoint a military member or civilian employee (not a contractor) as TO to execute DOD traffic management policy and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member of the activity or installation commander's technical staff. Appointment will be accomplished by special order of the area, activity, or installation commander IAW regulations of the military departments concerned.

13. The TO will:

a. Provide efficient, responsive, and quality transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws, directives, and regulations.



b. Provide technical direction, management, and evaluation of the traffic management aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM and DOD Components.

(1) Prepare and edit travel and shipment documentation to ensure quality data and timely submission to support total movement business processes in accordance with DUSD/L timeliness criteria.

(2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.

c. Act as a COR, alternate COR, or ordering officer when commercial travel offices and other related traffic management functions are served under appropriate contracts.

d. Appoint one or more military members, civilian employees, or contractor personnel as transportation agent (TA) to assist the TO in his/her responsibilities. This may be accomplished by letter, which is to be retained in the transportation office. Service-unique procedures may require the TOs to request TAs be appointed by their commander. Contractor personnel may not be appointed to perform any function involving the obligation or expenditure of Government funds.

14. A Mobility Officer (MO) is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. Responsibilities are further covered in DOD Component regulations.

15. Departure/Arrival Airfield Control Group, Port Support Activity, Beach and Terminal Operations, or Tanker Airlift Control Element (TACE) will act as a focal point between the unit requiring movement and the arrival and departure point activity at the Port of Embarkation (POE) and Port of Debarkation (POD).

#### **D. REGULATORY BODY PROCEEDINGS**

1. USTRANSCOM will review respective dockets and notices issued by regulatory bodies affecting transportation between points within the United States and its territories to determine DOD interest and required action. DOD personnel will not participate in, or supply information to, a transportation regulatory body without prior approval of the TCC or theater CINC, unless subpoenaed to testify. When DOD personnel are required by subpoena to testify in proceedings before a transportation regulatory agency, prompt notice will be sent to USTRANSCOM IAW DOD Instruction 4500.17. Additionally, DOD personnel will notify their appropriate component HQ.

2. Requests for information will be acted upon in accordance with applicable DOD Component publications.

#### **E. DCMA-ADMINISTERED CONTRACTS**

1. In accordance with the Federal Acquisition Regulation (FAR), contract management may be delegated to DCMA for full management or for transportation support only. The management

office TO will provide traffic management functions IAW contract terms and Defense Logistics Agency Document (DLAD) 5000.4, Contract Management. Copies of DLAD 5000.4 are available on the DCMA homepage at <http://www.dcmamil> by selecting One Book.

2. DCMA TOs may delegate traffic management authority to qualified contractors by written agreement in accordance with DLAD 5000.4.

#### **F. ACTIVITY CHANGE OF STATUS OR MISSION**

The appropriate TO or other DOD Component authority, projecting any change of status or mission of a service-owned or sponsored activity that will result in significant change to transportation requirements, will request planning information on transportation rates, costs, and other transportation management data from Commander HQ MTMC, Attn: MTOP-JG, 200 Stovall St., Alexandria VA 22332-5000 or the theater CINC. When the final decision is made regarding the activity's change of status or mission, notify HQ MTMC or the theater CINC as far in advance as possible to enable negotiations with commercial carriers for transportation rates and services.

#### **G. COMMERCIAL CARRIER INQUIRIES**

1. Information furnished carriers in response to inquiries concerning cargo shipments that have taken place will be confined to facts on their respective traffic routing, except as restricted by security regulations.

2. Freedom of Information Act (FOIA) inquiries pertaining to transportation issues will be coordinated with cognizant FOIA office.

#### **H. TRAFFIC MANAGEMENT UNDER EMERGENCY CONDITIONS**

1. Emergency traffic management procedures in CONUS will be implemented upon the proclamation of a state of national emergency by the President of the United States and by concurrent resolution of Congress.

2. MTMC will:

a. Maintain and provide an Emergency Traffic Management Plan (ETMP) to support the National Plan for Emergency Preparedness, the Joint Strategic Capabilities Plan, unilateral plans of the DOD Components, and applicable DOD guidance and directives. The ETMP provides guidance to DOD Components for traffic management functions and operations under emergency conditions. Distribution of the ETMP will be made to DOD Component HQ.

b. Activity commanders will direct TOs to implement emergency procedures according to restrictions imposed on commercial transportation by governmental control agencies. TOs will implement procedures in this regulation to the extent warranted by emergency conditions.

## **I. PUBLIC HIGHWAY REQUIREMENTS**

Through the Highways for National Defense Program (HND), the MTMC Transportation Engineering Agency (TEA) is responsible for assisting the Military Services and installations with resolving public highway needs. For additional guidance, refer to Joint Service Regulations Army Regulation 55-80; Navy Operational Instruction 11210.1B; Marine Corps Order 11210.2C; or Defense Logistics Agency Regulation 4500.19, Highways for National Defense, or contact MTMC TEA at DSN 927-4313, (757) 599-1117, or 1 (800) 722-0727.

## **J. EMBARGOES**

1. USCINCTRANS or the theater CINC may declare an embargo against specific carriers or modes for a region if it is considered to be in the best interest of DOD Components under the following conditions:

- a. National, regional, or local emergency.
- b. Traffic congestion.
- c. Disaster.
- d. Strikes.
- e. Operational conditions.

2. When an activity is completely or partially unable to ship or receive DOD traffic due to embargo conditions, the TO will immediately notify MTMC or the theater CINC.

3. Upon declaration of a DOD activity embargo, MTMC or the theater CINC will disseminate the following information:

- a. Reason for embargo.
- b. Name of activity affected.
- c. Mode and carrier involved.
- d. Type of traffic embargoed.
- e. Exception to embargo.

4. Commercial carriers may declare an embargo on traffic moving through certain areas or affected points in time of:

- a. Shortage of equipment or personnel.
- b. Traffic congestion.
- c. Disaster.

d. Strikes.

(1) During war or mobilization or other emergency, the President of the United States may direct the DOT to certify that it is essential to national defense and security that selected traffic be given preference or priority in transportation and that carriers should do all within their means to expedite those shipments.

(2) Shipments of material for Government agencies moving between contractor plants on Commercial Bills of Lading (CBLs) or from DOD activities to contractor plants on Bills of Lading (BLs) are subject to embargoes declared by commercial carriers. However, when a military emergency requires a shipment move contrary to a commercial carrier embargo, MTMC Deployment Support Command (DSC) will obtain a permit for the shipment under the following conditions:

(a) On the request of a contracting officer or contractor.

(b) On the request of a TO for a shipment that does not require an MTMC routing.

(3) Before issuing routing instructions, the permit number will be shown on the BL.

#### **K. RAIL ABANDONMENT ASSISTANCE**

Through the Railroads for National Defense Program, MTMC TEA is responsible for assisting the Military Services and installations with resolving commercial rail line abandonment. A number of options have been developed to ensure continued essential rail service to DOD installations. TOs should contact MTMC TEA at DSN 927-4313, (757) 599-1117, or 1 (800) 722-0727.

#### **L. NEGOTIATIONS**

1. TCCs or theater CINCs will negotiate with commercial carriers to establish or modify rates, charges, rules, and accessorial services. Negotiations will include DOD or Foreign Military Sales (FMS) volume movements.

2. TOs and contracting officers will submit Volume Movement Requests (VMRs) when:

a. Estimated shipments from one origin point to a single destination will total (in one year) 25 carloads (CLs), or 25 truckloads (TLs), 500,000 pounds or more.

b. The routing in effect is insufficient.

c. Transportation factors indicate better rate and/or service can be obtained.

3. VMRs will be furnished as soon as possible before movement start date to HQ MTMC/JTMO or theater CINC for negotiations with commercial carriers. Submit VMRs using automated or DD Form 1085, Domestic Freight Routing Request and Order (see Chapter 202) format and annotate remarks section "This is a VMR and request for a route order." VMRs may

be submitted anytime before movement start date, but desirable negotiation lead-time is 30 days for rail and 10 days for other modes.

4. MTMC and theater CINCs will provide VMR originators with a written response to each request, including any cost avoidance through successful negotiation.

5. In addition to the Guaranteed Traffic (GT) Program described in Paragraph M, below, MTMC uses other negotiation processes to serve DOD customers. During these negotiations, carriers are provided with the terms and conditions for the movement, usually by written solicitations, including easy-link transmissions, but the negotiation may be conducted verbally if the movement is urgent. To be awarded the traffic, a carrier must offer the best value and most favorable rates to the DOD and meet all other terms and conditions of the solicitation. A description of the various negotiation processes is provided below:

a. Short-Term Negotiations (Direct, Spot Bid, or One-Time-Only): A negotiation and award of a volume of traffic that is moving on a single BL or a negotiation and award of a volume of traffic that will move in separate shipments, normally over a period of 90 days or less. A verbal negotiation may be conducted in an emergency, with backup written documentation following as soon as possible. This type of negotiation is referred to as a spot bid, a one-time-only, or a direct negotiation. MTMC may award the traffic to more than one carrier if the volume of traffic exceeds the awarded carrier's capacity. No guarantee of traffic may be given to the carrier, except as provided in Paragraph M. On negotiations where the traffic is solicited for longer than 30 days, MTMC reserves the right to compare the negotiated rate with voluntary tenders on file and recommend use of a lower-cost carrier.

b. Long-Term Negotiation—Standing Route Order (SRO): A negotiation and award of a volume of traffic that will move in separate shipments over a period greater than 90 days and up to one year. Normally, traffic is awarded to the primary carrier on the SRO for a 180-day period. MTMC may award the traffic to more than one carrier if the volume of traffic exceeds the awarded carrier's capacity. No guarantee of traffic may be given to a carrier, except as provided in Paragraph M. On negotiations where the traffic is solicited for longer than 30 days, MTMC reserves the right to compare the negotiated rate with voluntary tenders on file and recommend use of a lower-cost carrier. At the end of this period, if the negotiated rate is lower than voluntary rates on file, MTMC may extend the award to the primary carrier for an additional 180-day period.

## **M. GT—LONG-TERM AND OPTIMUM BENEFIT NEGOTIATIONS**

### **1. Description and Benefits of GT:**

a. GT is a transportation agreement by which a primary carrier is selected and alternate carriers are identified to transport specific DOD traffic for a designated time period.

b. A GT agreement can be executed for any DOD traffic, regardless of commodity or transportation requirements. Generally, all shipper requests will be considered for a GT agreement that can provide:

(1) Reduced transportation and administrative costs/workload for the Government.

- (2) Stabilized transportation rates for the term of the solicitation.
- (3) Reduced transit times.
- (4) Tailored services to the individual shipper's needs.
- (5) Improved supply support responsiveness.
- (6) Improved carrier on-time pickup and delivery.
- (7) Improved and more responsive carrier service based on long-term relationships.
- (8) Improved and more effective method to remedy poor carrier performance.

## 2. Optimum Benefit Negotiation.

GT agreements may be negotiated using Optimum Benefit Negotiation (OBN) methods. GT/OBN awards traffic based equally on price (submitted by carrier) and technical qualifications (carrier services provided, carrier past performance, and managerial capabilities). OBN is an arrangement or solicitation that uses a carrier selection process that considers past performance, technical aptitude, and cost competitiveness. Technical qualifications are based on quality of services (transit times, on-time deliveries, refunds for late deliveries, cargo liability coverage, and EDI capability), past performance (loss and damage ratios, on-time delivery percent, letters of warning, removals, and suspensions and withdrawals), and managerial capabilities (resources, equipment, terminals, and company financial data). OBN awards are based on carrier price and technical qualifications. Award evaluations are made by two teams: cost and technical. The technical and price/cost proposals are weighted equally in terms of importance. Customer and MTMC personnel work together to evaluate technical qualifications to ensure customer needs are met. Prime carriers and alternates are selected for each lane of traffic.

## 3. How to Become a GT User.

a. HQ MTMC/JTMO coordinates with TO and DOD Component HQ to develop and implement a responsive GT agreement. Generally, all traffic will be considered for a GT agreement if it meets any of the following criteria:

- (1) Annual volume of 1 million pounds or 500,000 gallons or more.
- (2) Repetitive movements.
- (3) Transportation Protective Service (TPS) or other special services required.
- (4) Round-trip movements.
- (5) Equipment problems (shortages).
- (6) Special movements not specifically identified in (1)-(5) above.

b. If a GT agreement is desired, the shipper must provide MTMC/JTMO with the following information for MTMC to prepare a GT agreement:

- (1) Origins.
- (2) Destinations.
- (3) Commodities.
- (4) Activity operations (e.g., hours of operation, shipper load and count, POC, telephone number, fax, e-mail.
- (5) Type of equipment required (e.g., truckload van, less than truckload van, flatbed, specialized equipment).
- (6) Type of special service requirements.
- (7) Type of TPS.
- (8) Required Delivery Date (RDD); if no specific RDD is requested, JTMO will use the standard transit times.
- (9) Projected annual tonnage/gallons/number of shipments.
- (10) Type of movement (e.g., to and from, round-trip, or between points).
- (11) Any exceptions to assessorial service requirements contained in MTMC Guaranteed Traffic Rules Publication 50 (MGTRP 50) or other applicable rules.

4. Obligations and Liabilities of Individual Shippers, Multi-Service Users' Groups, and Carriers.

a. Shippers/Multi-Service Users' Groups. Users' groups consist of one designated representative from each activity covered by a Multi-Service Guaranteed Traffic (MSGT) agreement. The group oversees the operation and monitors the carrier performance of an MSGT.

- (1) Obligations.
  - (a) Use only the GT prime carrier(s) and alternate carrier(s), except as provided in Items 35 and 45 of MGTRP 50. Alternate carriers, when used, must be used in descending order.
  - (b) Record unsatisfactory performance IAW Item 30 of MGTRP 50.
  - (c) Document non-use of the prime/alternate GT carrier(s) IAW Item 30 of MGTRP 50.
  - (d) MSGT participants use and comply with provisions of established Users Group Charter.

(2) Liabilities.

(a) Diversion or use of non-GT carriers to move traffic governed by a GT may result in litigation, if operational justification cannot be provided.

(b) DOD shippers may be liable to pay for costs associated with any breach of the terms of a GT agreement.

b. Carriers.

(1) Obligations.

(a) Responsible to move all traffic generated during the specified GT agreement time period, except as provided in Items 35 and 45 of MGTRP 50.

(b) Comply with the provisions of the GT solicitation and governing rules publication MGTRP 50.

(c) Comply with the MTMC carrier qualification program rules.

(2) Liabilities.

(a) May be liable for any costs associated with a breach of the terms of the GT agreement.

(b) May be removed from the GT program for unsatisfactory performance or other actions, as determined by a MTMC Carrier Review Board.

5. Responsibilities.

a. MTMC:

(1) Analyzes requirements submitted by shippers, prepares GT solicitation, and when requested by the shipper, jointly conducts pre-solicitation, pre-bid, and/or pre-award meetings.

(2) For MSGT participants, provide users' groups' representatives with a sample MSGT, MGTRP 50, and Users' Group Charter.

(3) Advertises and issues GT solicitation to carrier industry.

(4) Receives and evaluates carriers' bids.

(5) Awards GT, one primary carrier, and alternates for each traffic lane.

(6) Notifies shipper of GT award with rates at least 2 weeks before start date, if possible.



(7) Assigns additional alternate carriers to a traffic lane when the shipper identifies the need for additional carriers. If no additional alternate carriers are available for the traffic lane, shipper will be instructed to follow routing procedures in Chapter 202.

(8) Resolves carrier unsatisfactory service, IAW Item 30 of MGTRP 50.

(9) Administers the GT through its effective time frame.

(10) Coordinates all GT policy/procedures and GT extensions, including the percentage of increase in carrier rates with the applicable DOD Component/shipper.

b. DOD Components.

(1) When establishing GT requirements, validate shipper service participation in all GT agreements.

(2) In conjunction with MTMC and individual activities, develop historical shipment data and coordinate shipper requirements.

(3) For multi-service GT agreements, coordinate/endorse shipper service participation in all user groups.

(4) When required, act as a liaison between MTMC and individual shipper service activities to resolve GT issues.

(5) Serve in advisory capacity for GT solicitation(s).

**N. RATE QUOTING SERVICE**

USTRANSCOM/MCC, MTMC, and theater CINCs will provide a transportation rate quoting service for DOD and other authorized Government agencies. This service is automated for TOs with CONUS Freight Management (CFM) System access at <https://eta.mtmc.army.mil>.

**O. GOVERNMENT/MILITARY-OWNED OR ORGANIC ASSETS**

DOD will maintain and operate in peacetime only those owned or controlled transportation resources, including assets leased or chartered for periods greater than 90 days, needed to meet approved DOD emergency and wartime requirements that cannot be met readily from commercial transportation sources. (For OCONUS, the requirement for non-availability of commercial transportation may not apply.) These transportation resources will be used during peacetime as efficiently as possible to provide essential training for operational personnel and to meet logistics needs consistent with fostering the development of militarily useful commercial capabilities. Requirements in excess of DOD capability will be met by using commercial carriers. DOD-owned or controlled transportation resources will be used for official purposes only.

## **P. TRANSPORTATION FACILITIES GUIDE (TFG)**

1. TOs (CONUS and OCONUS freight TOs as listed in Appendix Y) are required to update their TFG record whenever changes occur or at least every 120 days, whichever comes first.
2. Proposed revisions that would modify terms of delivery, delay receipt, or increase transportation costs must be approved at major command level and coordinated with shipper service HQs prior to or initiating any online changes.
3. TFG Instructions (Appendix R) provide users with step-by-step procedures to use the TFG online application system to update records.
4. TOs are required to provide MTMC (MTOP-PAS) a notice 90 days in advance of ceasing their transportation operations to ensure TFG entries, Government Bill of Lading Office Codes (GBLOCs), and commercial industry products supporting DOD are updated or deactivated accordingly.

## **Q. CARRIER QUALIFICATION**

Carriers handling DOD surface cargo must be approved through the MTMC carrier qualification program. HQ AMC is responsible for determining civil air carrier eligibility and suitability of airlift carriers. TOs can use only qualified carriers and should check with MTMC HQs when questions arise concerning a carrier's status.

## **R. TRANSPORTATION ACQUISITION POLICY**

It is DOD policy to procure transportation and related services using streamlined, "best value" acquisition processes. Some of the determining factors to be considered are quality of service, past performance, cost/price, service provisions, claims experience, provider availability, and commitment of transportation assets to readiness support. The transportation acquisition process should involve the customer and transportation service providers early in and throughout the transportation acquisition process. The involvement of transportation providers will be accomplished in a fair and equitable manner; care will be taken not to favor some firms in an industry over others. The acquisition of transportation and related services will be accomplished through a variety of flexible procurement instruments, including FAR-based contracts under Part 12, to the maximum extent practicable, and tariffs and tenders, as appropriate.

## **S. SWITCHING OR TRACKAGE AGREEMENTS**

1. The rights and obligations of carriers and their customers in the performance of switching services are normally matters which are the subject of tariff provisions and are in the realm of general law; however, upon request of the carrier, or when it has been determined that a formal switching agreement would be in the best interest of the Government, such agreements may be negotiated. When an agreement already exists, it will be renegotiated when it appears to be in the best interest of the Government. TOs will:

- a. Conduct initial negotiations with carriers for switching or trackage agreements. In preparing the agreement, TOs will ensure that the provisions are limited to the procurement of

transportation services that are excepted from the requirements of the DOD supplement to the FAR.

b. Request assistance through the applicable shipper service HQ to the Commander, MTMC, ATTN: MTDAC, 200 Stovall St, Alexandria VA 22332-5000, when differences with carriers cannot be satisfactorily resolved.

c. Forward new or revised agreements, prior to execution, through the applicable shipper service HQ to the Commander, MTMC, ATTN: MTDAC, 200 Stovall St, Alexandria VA 22332-5000, for review and approval.

2. DOD Military Installations, and in the case of Commander Naval Facilities Engineering Command HQ (COMNAVFACENGCOMHQ), NAVFAC Engineering Field Divisions and Engineering Field Activities (Real Estate Divisions), are directly involved with Navy and Marine Corps Military installations requiring rail service from time to time and may be required to amend their Switching and Trackage Agreement with the servicing railroad(s) due to some of the following changes:

a. Ownership and maintenance.

b. Changes or enlargements.

c. Operation.

d. Liability.

e. Right of entry.

f. Clearances.

g. Terms of agreement.

h. Termination.

i. Ordering of services.

j. Rate schedule.

## **T. CONTRACTING SUPPORT POLICY FOR TRANSPORTATION ACTIVITIES**

1. This paragraph establishes an interface between transportation and contracting and stipulates policies and procedures related to transportation support of contracting for the movement of Government material from contractor and vendor plants to overseas destinations.

2. The FAR directs Procuring Contracting officers to obtain traffic management advice and assistance prior to contract award. It is essential that a liaison be established between the two activities to produce the best possible contractual instrument, clearly defining the responsibilities of the contractor and the Government.

3. The acquisition process should involve the customer and transportation service providers early in and throughout the transportation acquisition process. The involvement of transportation providers will be accomplished in a fair and equitable manner; care will be taken not to favor some firms in an industry over others.

4. It is DOD policy to procure transportation and related services using streamlined “best value” acquisition processes. See definition of “Best Value.”

5. All future DOD contracts must include, as a minimum, the following transportation instructions:

a. All shipments moving within the DTS must comply with the DTR.

b. All shipments must comply with ITV requirements by providing movement data to GTN via EDI using American National Standards Institute (ANSI) X12 codes.

6. All shipments will comply with DOD Automatic Identification Technology (AIT) standards. As a minimum, shipments must contain two-dimensional (2D) bar coding.

7. All planeload/shipload movements going to an OCONUS destination (prior to movement) must be cleared through the USTRANSCOM MCC by calling 1 (888) USTC-MCC.

8. All export OCONUS shipments entering the DTS, except for materiel moving direct to the customer by commercial carrier, must be precleared using an Advanced Transportation Control and Movement Document(s) (ATCMD(s)) through the sponsoring shipper service clearance authority. If in doubt concerning clearance requirements, contact USTRANSCOM MCC at 1 (888) USTC-MCC.

#### **U. MANAGEMENT REFORM MEMORANDUM (MRM) #15 – REENGINEERING DEFENSE TRANSPORTATION DOCUMENTATION AND FINANCIAL PROCESSES**

In July 1997, the Deputy Secretary of Defense issued MRM #15, which directed Reengineering of Defense Transportation Documentation and Financial processes. The directive specifically addressed reengineering billing, collection, and payment processes through transition to commercially acceptable practices. Implementation is currently underway at DOD installations in coordination with the commercial carrier industry. As part of this initiative, the Deputy Secretary of Defense has directed use of PowerTrack as the commercial payment mechanism for DOD cargo shipments. Generally, DOD contracts will require use of PowerTrack and will specify when carriers must be PowerTrack capable as a prerequisite to perform under the contract. In those circumstances where voluntary tenders are used to route shipments, as DOD shipping installations become PowerTrack capable, commercial carriers servicing those locations will be given 6 months from the date of notification to become PowerTrack capable. After the 6-month period, unless there is a documented negative, critical mission impact, all DOD cargo movements will be offered only to commercial carriers who utilize PowerTrack as their billing and payment system. Once installations become PowerTrack capable, the business process/procedures in Appendix BB must be followed.

## **V. DTR PROGRAM ADMINISTRATION**

### **1. DTR Maintenance Responsibilities.**

#### **a. The DOD DTR Administrator:**

- (1) Performs directive analysis functions in coordination with the Services/Agencies.
- (2) Recommends improvements and additional policies.
- (3) Resolves issues concerning procedural matters within 30 days after receipt of all comments.

(4) Develops, publishes, and maintains this regulation in a current status. This includes the responsibility to:

- (a) Evaluate and coordinate change proposals with the Services/Agencies.
- (b) Disseminate to Services/Agencies a status of all change proposals that have not been approved for publication.
- (c) Ensure compatibility of DTR procedures with those of the other Defense Logistics Standard Systems (DLSS) and related DOD logistics task groups, prior to final coordination with the Services/Agencies.

(5) Reviews and coordinates with Services/Agencies all requests for policy and procedures deviations and exemptions.

(6) Establishes an Oversight Working Group. The Oversight Working Group will be composed of members from the Departments of the Army, Air Force, and Navy; the U.S. Marine Corps; the U.S. Coast Guard; the DLA; the DCMA; and the GSA. The Oversight Working Group will be chaired by USTRANSCOM. The Oversight Working Group members will be at the O-6/GM-15 level, as designated by the Service or Agency HQ. The Oversight Working Group will meet on a quarterly or as needed basis. Each Oversight Working Group member will have an equal vote in matters pertaining to changes to the DTR. Oversight Working Group members will designate an alternate to represent their organization in their absence. The action of the alternate will be equivalent to that of the primary member being represented.

(7) Establishes Action Officer (AO) Working Groups for each of the individual parts of the DTR. These Working Groups will be composed of members from the Departments of the Army, Air Force, and Navy; the U.S. Marine Corps; the U.S. Coast Guard; the DLA; the DCMA; and the GSA. Each of the Working Groups will be chaired by USTRANSCOM. The AO Working Groups will identify and evaluate issues pertaining to transportation operating procedures and automated systems for the effective and efficient transportation of DOD assets through the DTS and will propose and coordinate changes required to the DTR. An emphasis will be placed on the use of electronic communication (e.g., e-mail, conference call) in order to minimize travel and maximize issue visibility. To that end, a listing of POC e-mail addresses for each individual AO Working Group will be maintained by USTRANSCOM and disseminated

among the individual groups. This will allow maximum usage of e-mail and will allow everyone in the individual AO Working Group to be included in electronic correspondence regarding issues. The AO Working Group will meet as required in order to work/resolve difficult issues. The individual members of these groups will be expected to obtain coordination/approval regarding issues pertaining to their portion of the DTR from their respective Oversight Working Group representative. All issues that cannot be resolved in the AO Working Group will be elevated to the Oversight Working Group for resolution.

b. DTR Oversight Working Group and AO Working Group.

(1) The following offices have been designated as members of the Oversight Working and AO Working Group for this regulation, Part II:

United States Transportation Command	U.S. Transportation Command ATTN: TCJ3/J4-LTP/S 508 Scott Drive Scott AFB IL 62225-7001
Army	Commander U.S. Army Materiel Command ATTN: AMCLG-SD 5001 Eisenhower Avenue Alexandria VA 22333-0001
Navy (Part II, Cargo Movement, Part III, Mobility, Part V, Customs)	Commanding Officer Naval Transportation Support Center (NAVTRANS) ATTN: Code 02 1667 Piersey St Norfolk VA 23511-2806
Navy (Part I, Passenger)	Department of the Navy Office of the Chief of Naval Operations N413B 2000 Navy Pentagon Washington DC 20350-2000
Navy (Part IV, Personal Property)	Commander Naval Supply Systems Command SUP 53 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg PA 17055-0791
Air Force	Commander Air Force Materiel Command ATTN: LSO/LOT

4375 Chidlaw Road, Bldg 262, Room C117  
Wright Patterson AFB OH 45433-5006

Headquarters United States Air Force  
ATTN: ILTT  
1030 Air Force Pentagon  
Washington DC 20330-1030

Marine Corps

Commandant of the Marine Corps  
Headquarters, United States Marine Corps  
2 Navy Annex (Code LFT-1)  
Washington DC 20380-1775

Coast Guard

U.S. Coast Guard Headquarters  
2100 Second Street, SW  
ATTN: E-SLP  
Washington DC 20593-0001

GSA  
(non-voting)

General Services Administration  
Federal Supply and Services  
ATTN: FSDW  
Washington DC 20406

DLA

Defense Logistics Agency  
ATTN: J-333 Rm. 4234  
8725 John J. Kingman Rd  
Fort Belvoir VA 22060-6221

DCMA  
(non-voting)

Defense Contract Management Agency  
DCMA-OCT  
8725 John J. Kingman Rd  
Ft Belvoir VA 22060-6221

(2) The AO Working Group will:

(a) Provide the DOD Component or participating organization position and have the authority to make decisions regarding procedures for implementing approved DOD policy.

(b) Ensure liaison with the DOD DTR Administrator and other Services/Agencies.

(c) Evaluate all suggested DTR changes and related beneficial suggestions originating in that Service/Agency. When the suggestion is worthy of adoption, the AO Working Group submits it as a change proposal to the DOD DTR Administrator, as outlined in Paragraph V.2.a. Suggested changes received directly by the DOD DTR Administrator are forwarded to the AO working group members for review and evaluation.

(d) Submit recommended change proposals to the DOD DTR Administrator in the format prescribed in Paragraph V.2.a.

(e) Develop and submit to the DOD DTR Administrator a single, coordinated position on all proposed changes within the specified time (normally 30 days).

2. Administering changes to the DTR.

a. DTR AO Working Group members will submit proposed changes to the DOD DTR Administrator. Proposed changes will contain:

(1) Subject: Include DTR part number, page number, and paragraph and/or sub-paragraph or Appendix.

(2) Issue: Explain the issue in detail and include possible interface and impacts on existing Logistic Systems.

(3) Recommendation: Provide proposed wording for the regulation.

(4) Justification: Include justification and identify known advantages and disadvantages of proposed change.

(5) Systems Impact/Resource Implications: Identify the known impacts on automated systems and interfaces, whether additional funding will be required to support systems changes, and the estimated timeline for implementation of systems changes. Also identify any other known resource costs associated with the proposed change.

b. The DOD DTR Administrator staffs proposed changes.

(1) Proposed changes will be submitted to the proper USTRANSCOM AO Working Group POC via e-mail, utilizing the proper format.

(2) All proposed changes will be evaluated prior to staffing. The evaluation of a proposed change will include, but not be limited to, the necessity, accuracy, validity, and urgency of the change.

(3) The USTRANSCOM AO Working Group POC will assign a unique tracking number to the proposed change. Changes will be annotated on a spreadsheet, by tracking number, and provided to the individual AO Working Group members.

(4) USTRANSCOM POC will distribute the proposed change to the entire AO Working Group via e-mail for coordination. Changes impacting electronic commerce will be coordinated with the Joint Electronic Commerce Project Office.

(5) The AO Working Group members will have 30 calendar days to respond to the proposed changes. If the individual Working Group POC feels that the issue requires coordination with a field activity, it will be up to that Working Group POC to ensure a response



is submitted within the 30-calendar-day window. This time frame will be strictly adhered to in order to expedite the change process.

(6) All responses should be information-copied to all of the other AO Working Group members plus the appropriate member of the Oversight Working Group to ensure maximum issue visibility. Responses should be coordinated with the appropriate member of the Oversight Working Group and be in the form of a concurrence, a formal request for extension of suspense, or a non-concurrence.

(7) When an issue cannot be resolved within the AO Working Group, the issue will be forwarded to the Oversight Working Group as an agenda item for resolution.

(8) Upon approval of changes, USTRANSCOM will publish changes. Formal changes will be included in a rewritten publication and released once every 2 years.

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## **CHAPTER 202**

### **CARGO ROUTING AND MOVEMENT**

#### **A. GENERAL**

This chapter provides routing and general provisions for DOD worldwide cargo movement by rail, motor, air, freight forwarder, pipeline, intermodal systems, drive-away and tow-away service, and water (inland waterway, coastal, and inter-coastal) carriers. Additional information can be found by consulting the appropriate MTMC Freight Traffic Rules Publication, which can be found at <http://dcsop.mtmc.army.mil/freight/rules/>.

#### **B. ROUTING AUTHORITY**

1. Except as shown in Paragraphs B.2 through B.5 below, TOs may route general commodity shipments by motor, rail, and air, as described in Paragraphs 1.a and 1.b, below, using best value principles and in compliance with DOD and Service traffic management policy. TOs have three routing procedure options, as specified in Paragraphs 1.a and 1.b. Only qualified carriers having Tender of Freight Services approved by HQ MTMC or HQ AMC within the CFM system are authorized for use when routing cargo. Only carriers that use the PowerTrack payment system will be eligible for domestic freight traffic awards and are considered a best value. The freight traffic awards should be consistent with the elements of best value, to include service, past performance, and cost requirements. Tenders used for routing air cargo must contain a HQ AMC approval stamp, in addition to the HQ MTMC stamped distribution number.

a. Activities with automated capabilities may obtain route orders using the automated system routing request formats.

b. TOs without Automated Capability:

(1) May elect to maintain a complete file of authorized tenders for use in routing general commodity shipments locally without MTMC involvement. A TO desiring to maintain a complete file of tenders may contact MTMC DSC, Fort Eustis, Virginia, for assistance in obtaining a list of carriers serving their location. Orders placed by TOs under this election will require data to be separately entered into the billing/payment process through an approved/supporting EDI.

(2) If not electing to maintain a complete file of authorized tenders for routing locally, to obtain routing, submit a DD Form 1085, Domestic Freight Routing Request and Order, to the appropriate MTMC routing authority in accordance with Paragraph C below. The TO may also obtain routing by submitting an electronic request using MTMC's Web-based Electronic Transportation Acquisition (ETA) system. ETA access may be obtained through MTMC's Web site at <https://eta.mtmc.army.mil>.

2. The following shipment and commodity exceptions require a routing request, in accordance with Paragraph C:

a. Articles listed in International Civil Aviation Organization Technical Instruction or Code of Federal Regulations, Title 49, Transportation, Parts 100-185.

b. Class/Division 1.1, 1.2, 1.3, and 1.4 ammunition and explosives; 2.3 Poisonous by Inhalation (PIH) poisonous materials; and 7 radioactive materials Yellow III label.

c. SECRET material. Unless moving under procedures developed for shipping CONFIDENTIAL or SECRET materiel by GSA contract small package express carrier.

d. CONFIDENTIAL material weighing 10,000 pounds or more. CONFIDENTIAL materiel may be moved via the GSA contract small package express carrier when the materiel meets contract criteria.

e. Bulk liquids and gases.

f. Empty towable tank trailers.

g. Vehicles in drive-away or tow-away service.

h. Shipments and/or commodities requiring special handling. (See Paragraph C.)

i. Shipments made in DFRIF equipment. (See Paragraph Q.)

j. Shipments of any commodity of 25 CLs or 25 TLs or weighing 500,000 pounds or more. (See Chapter 201, Paragraph L.)

k. Shipments for which there are no MTMC- or AMC-approved tenders.

3. TOP SECRET shipments are routed by the Defense Courier Service, in accordance with Department of Defense Directive 5200.33, Defense Courier Service (DCS).

4. Export shipments are routed IAW Chapter 203.

5. Air shipments funded by Services must be made IAW applicable service instructions and published guidance.

6. Carriers must file their rates and services on a MTMC Form 364-R, Department of Defense Standard Tender of Freight Services, when a MTMC Freight Traffic Rules Publication is in effect. In routing traffic, only tender rates governed by MTMC rules publications will be considered.

## **C. ROUTE ORDER**

1. Domestic Route Order (DRO) requests will be submitted to the appropriate MTMC routing authority using a DD Form 1085, a message providing DD Form 1085 information, or an authorized automated format. Submit a DRO request for a routing within CONUS or between a

CONUS point and a Canadian point. Figure 202-1 contains a sample of a completed DD Form 1085. International Route Order (IRO) requests within or between theaters will be submitted to MTMC or theater CINC. Requests may be submitted by telephone, message, fax, or authorized automated computer systems. DD Form 1086, Export Traffic Release Request, will be used for shipments moving from CONUS to OCONUS. Refer to Chapter 203, “Export Cargo Shipments.”

2. SRO requests will be submitted to the appropriate MTMC routing authority or theater CINC for repetitive shipments over a specific time period and are valid for up to 1 year. When a SRO is no longer required, notify MTMC or the theater CINC.

3. Requests for DRO/IRO/SRO amendments will be submitted to the appropriate MTMC routing authority or theater CINC using DD Form 2017, Route Order Amendment; an authorized automated format; or a form designated by the theater CINC.

4. The MTMC routing authority or theater CINC will provide a DRO request response with carrier selections and routing instructions within 4 hours for Transportation Priority (TP)-1 movements and 8 hours for all other movements. DROs will be effective for 90 days. DRO amendment requests will be answered within four hours of receipt. Requests for IROs will be responded to within 10 days and emergency IROs within 24 hours. Request for SRO will be coordinated directly with origin shipper.

5. Three-digit Routing Instruction Notes (RINs) are included in a DRO or SRO. See Appendix S for explanatory plain language notes corresponding to each 3-digit RIN.

6. Route order codes are shown in Figure 202-4.

7. An example of a DD Form 2017, Route Order Amendment, is provided in Figure 202-6.

#### **D. EXCEPTION**

Exceptions to assignment of routing authority and other routing procedures are granted by MTMC or theater CINC during national, regional, or local emergencies. (See Chapter 201.)

#### **E. CUSTOMS**

1. TOs must comply with customs laws and agreements of the countries in which cargo is being either imported or exported. For United States customs procedures, see DOT Code of Federal Regulations (CFR), Title 15, Commerce and Foreign Trade, for export requirements; DOT CFR, Title 19, Customs Duties, for import requirements; and DOD 5030.49-R, Customs Inspection, for DOD requirements. Customs information is available through the USTRANSCOM Web site at <https://business.transcom.mil>. Click on the DOD Customs Program logo on the right side of the page.

2. Applicable customs forms must accompany U.S. Forces international and intratheater cargo to ensure shipments are not delayed and are exempted from import or export duties.

3. Shipments to Canada fall into two different categories: U.S. Government-owned or items procured by the Canadian Department of National Defense (DND).

a. When shipping materiel that is U.S. Government-owned, which will remain so while in Canada, the GBL shall be annotated with the following statement: “Free entry under Canadian customs, Tariff Item No. 9810.00.00. Value for Canadian customs purposes \$ (dollar amount).” When this shipment is being carried by U.S. military vehicle, no other documentation is required other than an additional copy of the GBL or vehicle manifest for Canadian customs purposes, which shall be presented to Canadian customs upon entry. When using commercial vehicles and the shipment is consigned to either a U.S. unit co-located with a DND unit or directly to a DND unit, a copy of the GBL accompanied with additional information detailing which commercial carrier is being used and where and when this shipment will enter Canada shall be faxed to National Defense Headquarters (NDHQ) Customs (613) 995-2287. If necessary, contact the Customs section at either (613) 995-0834 or 996-0290.

b. When shipping items procured by DND, a Shipper’s Export Declaration (SED) is required complete with references to each DD Form 1348, DOD Single Line Item Requisition System Document (Document Identification (ID), description, and value). A copy of the SED and each DD Form 1348 will be attached to the GBL and another will be attached to Box 1 of each shipment. The hired carrier shall be Canada customs bonded. All shipments are to be delivered “In Bond” to their destination for Canadian customs clearance at the destination by the DND broker.

#### **F. INTRATHEATER FERRY SERVICE**

Cargo originating at an inland location and moved by truck or rail (for which ferry service may be required incidental to the total overland movement) will be routed by TOs using approved tenders, agreements, or conventions on IROs.

#### **G. PROOF OF SHIPMENT AND PROOF OF DELIVERY**

1. Tenders may contain provisions for carriers to furnish proof of shipment and proof of delivery records.

2. Proof of shipment is a paper or electronic carrier record provided by the carrier at the time of shipment and signed by the origin TO or representative. The signed copy of the proof of shipment provides the shipper with evidence a specific shipment was tendered to a carrier for transportation.

3. Proof of delivery is a paper or electronic record maintained by the carrier that establishes when a specific shipment was offered for delivery at the destination and when it was accepted for delivery as authenticated by signature of the consignee TO or representative.

4. Proof of receipt for delivery at the stop off unloading point will utilize DD Form 1371, Consignee’s Receipt for Delivery at Stop Off/Unloading Point. A sample is provided at Figure 202-5.

## **H. UNDELIVERABLE SHIPMENTS**

When a TO is advised a shipment is undeliverable due to natural disaster, labor dispute, or other such conditions, the TO will coordinate with the appropriate shipping or receiving authority for disposition. (See Chapter 210 for Transportation Discrepancy Report (TDR) procedures.)

## **I. DRAYAGE, PICK-UP, AND DELIVERY SERVICES**

In CONUS, commercial transportation will be used for drayage, pick-up, and delivery services when practical. Government-owned transportation will be used as efficiently as possible, only during peacetime, to provide essential training for operational personnel and to meet logistics needs consistent with fostering development of military useful commercial capabilities. In OCONUS theaters, the policy is to maximize use of Government-owned assets and use commercial transportation when requirements exceed capability of Government-owned assets.

## **J. DEMURRAGE, DETENTION, AND STORAGE**

The TO will be familiar with MTMC freight traffic rules for demurrage, detention, and storage and take appropriate action to keep charges at a minimum. The TO will inform activity commanders of conditions that may cause excess charges. Assistance in determining correct charges will be provided by the MTMC or theater CINC upon request.

## **K. HOLDING, DIVERSION AND RECONSIGNMENT**

1. For domestic and intratheater shipments, the TO will issue diversion or reconsignment instructions directly to a carrier.

2. For international and/or intertheater shipments, the TO will obtain approval from the appropriate clearance authority prior to issuing diversion or reconsignment instructions to the carrier.

3. Holding and Diversion:

a. Holding and diverting are actions in which a shipper may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in Appendix CC-9.

(1) The shipper may be required to hold a shipment for a wide variety of reasons including a consolidation delay, a wait for an export traffic release, or an embargo. These and other reasons for a transportation delay are listed in Chapter 203, Figure 203-6. The list also contains the transportation holding delay codes that, for Military Standard Requisitioning and Issue Procedures (MILSTRIP) shipments, the shipper enters in record position (rp) 51 of the MILSTRIP shipment status record/entry. By including this holding code or its explanation on applicable shipment planning records, the shipper is able to research the cause of any shipment delays. Except for transportation delays as mentioned above, the shipper will not hold material requisitioned under MILSTRIP unless directed to do so by the supply source. For non-

MILSTRIP shipments, the shipping activity responsible for moving the material may hold when necessary. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the RDD field (rp 62–64, DD Form 1348-1) are not held, but processed by the shipper in accordance with the applicable transportation priority.

(2) A transportation diversion may be a change of mode (e.g., from air to water), a change of destination, and/or a change of route. Except for mode change, the shipper will not divert material requisitioned under MILSTRIP unless directed to do so by the supply source.

b. A diversion between modes is a routine occurrence during the clearance process and the shipper shall follow the instructions issued by the clearance authority. This type of diversion may happen as a result of:

(1) A change in the urgency of need. Such a change may result in a planned air shipment being moved by surface or a surface shipment by air. A change in urgency of need may occur while the shipment is anywhere in the transportation system with the related diversion coordinated by the applicable clearance authority.

(2) The challenge process during air clearance. Requisitions with a Uniform Material Movement and Issue Priority System (UMMIPS) priority designator 01-03 and all RDDs (including blank RDD field) are designated as TP-1 expedited transportation; TP-2 is assigned for requisition priority designators 04 through 15 and RDDs 444, 555, 777, N\_\_, E\_\_, or RDD Julian date that is 8 days or less from the Julian date the requisition or associated shipment is being processed. TP-1 and TP-2 normally move by premium (air) transportation. When the actual need does not justify the additional expense normally associated with air transportation, the requisitioner may authorize the shipper or the Airlift Clearance Authority (ACA) to direct diversion of the shipment movement by a surface mode. Such a diversion occurs at the shipping point before actual movement. The Air Clearance process is described in Chapter 203, Paragraphs D.17.c and D.17.d.(3).

c. A diversion to a different consignee or destination may result from conditions such as:

- (1) Strikes, national disturbances, or acts of God.
- (2) Supply cancellations.
- (3) Terminations of projects.
- (4) Changes in logistics buildup.
- (5) Modification of permanent change of station orders authorizing personal property shipments.
- (6) Change in the receiving units, to include mobile units.



d. A diversion in the route of a shipment normally occurs after it leaves the shipper. Such change in route is only within a particular mode (i.e., air or water) and usually directed and coordinated by the clearance authority.

## **L. TRACING AND TRACKING**

1. If shipment is not delivered by the RDD or within UMMIPS time standards, shipper or consignee will initiate tracer action. When tracing service is required, a request may be placed by the TO at shipping activity directly with carrier involved.

2. Advance shipment data for inbound shipments will be checked routinely for status of undelivered shipments. Tracer action will be initiated, if needed.

3. Routine cargo movement tracking and tracing may be accomplished using GTN. GTN provides C2 and ITV information that integrates automated information support to the DOD. GTN is the designated DOD system for ITV. The following evaluation criteria is provided to evaluate current systems capabilities and identify improvements after analysis of impact, cost, and value-added.

- a. Four hours for all ocean shipments.
- b. Two hours for all intratheater shipments and passenger movements (all modes).
- c. One hour for all unit and non-unit equipment shipments.
- d. One hour for all air shipments and passenger movements.

GTN access may be obtained through the GTN Web page at <https://business.transcom.mil/> and selecting Transportation Information from the sidebar menu items.

4. Shipment tracing formats using the formats detailed in Appendix CC-9 allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities, the shipper may occasionally be asked for shipping data. The shipper responds to such requests by providing all available information.

## **M. EXPEDITED SERVICE**

Expedited service may be used when a shipment is urgently needed at destination. When expedited service is required, the shipping TO will order it from the carrier and comply with existing rules for that service.

## **N. TRANSIT TIMES**

- 1. UMMIPS time standards apply. (See Appendix CC-10.)

2. As an option, TOs may use the DOD Standard Transit Times Guide, Figures 202-2 and 202-3, to determine acceptable transit times for motor. They report transit times not met in accordance with Chapter 210. Transit time for small package express carriers are those shown in the carrier's service guide for the level of service provided.

3. Computation of transit times:

a. Transit time starts when a shipment is picked up by the origin carrier and stops when the shipment is offered for delivery or delivered. Day of pickup is counted but day of delivery is not.

b. Weekends and holidays will not be included, except as outlined in Paragraph N.4, below.

4. Exceptions to DOD Standard Transit Time Guides are as follows:

a. RDD on BL.

b. Oversize, overweight, or HAZMAT shipments that have movement constraints, such as daylight movement only.

c. GT/OBN shipments.

d. Shipments moved under agreements other than GT and which specify transit times.

5. Transit times for small package express carriers are those shown in the carrier's service guide for the level of service provided.

## **O. PERMITS FOR MOTOR SHIPMENTS**

1. DOD policy is to comply with state and local laws, regulations, ordinances, and toll authority regulations relating to vehicle size and weight limitations. No vehicular movement exceeding legal size and weight limitations, or any other special movement requiring highway permits will be made over public highways unless prior permission is obtained from the appropriate state or local authority. For details associated with moving oversize/overweight equipment and convoy operations see DTR Part III, Mobility, Appendix AV, "Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States," and AR 55-29, Military Convoy Operations in CONUS.

2. DOD policy is to move extremely oversize/overweight equipment by a means other than highway. Rail or water carriage should be used.

3. Carriers are required to obtain all necessary permits. Shipping activities must not release DOD oversize/overweight cargo shipments until the carrier has notified or presented the shipping activity with a written statement that they have, or will be able to obtain, required state road-use permits. Under unusual situations, that is when a shipment by motor carrier has been certified as essential to national defense, the TO will request assistance from the DSC or theater CINC.

4. Units using Military-Owned Vehicles (MOVs) are required to obtain all permits necessary for convoy or motor shipments. (See DTR Part III, Mobility.)

**P. USE OF CARRIER EQUIPMENT**

1. The TO will:

- a. Ensure the equipment is suitable for its intended purpose and reject it if unsuitable.
- b. Annotate the BL when the equipment furnished differs from that ordered.
- c. Ensure shipments are properly loaded, blocked, braced, and secured to prevent damage. An actual count will be made and a record kept of all items loaded into carrier equipment. This record will show shipment identification, carrier equipment number, time, date, and checker's signature.
- d. Place seals on carrier equipment when exclusive use or protective service is required. Annotate seal numbers on the BL. If seals are removed, carriers will notify consignor and consignee and annotate the BL with new seal numbers.
- e. Ensure carrier is provided copies of appropriate shipment documentation.

2. Loading and Unloading:

a. When tariffs or tenders require carriers to make cargo accessible to the tailgate to off-load vehicle, carriers are liable for personal injury or property damage. The Government will be liable when the decision is made that it will perform these services for reasons of expediency or convenience.

b. Loading/unloading by the carrier is an accessorial service to be paid using PowerTrack business rules.

3. Rail Equipment:

a. Ensure placement of placards marked "Documents This Door" and "Documents Other Door" to indicate location of shipping documents in a closed rail car.

b. In CONUS, when damage to a rail car is caused by DOD personnel through negligent or accidental acts, the rail carrier will issue a defect card that establishes liability for damaged railroad-owned equipment. The defect card may be acknowledged by the TO after consultation with their legal office.

**Q. DEFENSE FREIGHT RAIL INTERCHANGE FLEET (DFRIF)**

1. This fleet is used in preference to commercial rail equipment to satisfy DOD Component mission requirements, except when the use of commercial equipment produces a lower overall cost.

2. MTMC DSC controls the assignment, use, and maintenance of DFRIF equipment.

3. When DFRIF equipment is desired for loading, TOs will submit requests to MTMC DSC, ATTN: MTDC-RF, 661 Sheppard Place, Fort Eustis VA 23604-5000. Cars requested less than 10 days before the desired loading may not be received in time. The request must specify the following:

- a. Type of equipment desired.
- b. Commodity to be shipped.
- c. Origin loading point.
- d. Destination unloading point.
- e. Date equipment is required for loading.
- f. Period for which equipment is required, if cars will not be loaded, shipped, or unloaded promptly or will be held at destination after unloading.

4. When releasing empty cars:

- a. Do not reverse route empty cars. Contact MTMC DSC, ATTN: MTDC-RF, 661 Sheppard Place, Fort Eustis VA 23604-5000, Commercial Telephone (757) 878-7473, DSN 927-7473, for destination and routing instructions. Use these instructions to prepare a CBL and annotate it: "Free under the provisions of Railway Publications Service Mileage Tariff."

- b. Make sure chain tie-down assemblies are secured so that they will not pose a safety hazard while in transit.

5. Take care of cars as follows:

- a. Promptly load and unload cars to make them available for other users.
- b. If a car is delivered with evidence of recent damage, request a defect card from the delivering carrier. Defect cards are used by the railroad industry to acknowledge responsibility for unrepaired damage. Notify MTMC DSC of the circumstances of the accident or damage occurring to DFRIF equipment.
- c. Establish local procedures for prevention of damage to DFRIF equipment during loading, unloading, or movement. Installations are responsible for obtaining and funding repairs to DFRIF equipment damaged while in their possession, unless MTMC DSC finds a commercial railroad at fault. Upon request by MTMC DSC, arrange with the serving railroad for repair of DFRIF equipment. Ensure that no welding, cutting, or alterations are made to DFRIF equipment without prior approval of MTMC DSC.
- d. Ensure each car equipped with chain tie-down assemblies has not less than 32 or more than 36 functioning assemblies. This should be done by removing damaged assemblies for repair and then swapping assemblies among cars on hand. If there is still a shortage of functioning assemblies, contact MTMC DSC to obtain the required quantity. Place damaged

assemblies in drums, or other containers suitable for shipping to repair facilities, as directed by MTMC DSC.

e. Do not use DFRIF equipment for installation transportation or as storage without prior approval from MTMC DSC. If permission is received to store equipment on chain tie-down flat cars, do not tighten chain tie-down assemblies until the car is to be shipped. Unnecessary tension on the assemblies reduces the useful life of their shock absorbers. If an engine is available, exercise the bearings on cars on hand by moving them at least 100 feet at least once a month.

6. Submit reports to MTMC DSC by the close of business each workday a DFRIF car is received, loaded, unloaded, or shipped. (See Appendix T for DFRIF car report formats).

## **R. WEIGHING CARGO**

1. TOs should determine the actual weight of a shipment in accordance with weight agreements in effect. If a weight agreement is not in effect, the weight of shipments will be determined by use of tariff or actual weights, whichever is applicable.

2. Records maintained in connection with weight agreements (including shipper's weight certificates), weight correction verifications, and annual scale inspection records will be maintained by the shipping activity.

3. Authorized carrier representatives will be allowed to inspect original records and verify weights and descriptions of commodities certified on the BL.

## **S. ANIMAL SHIPMENTS**

TOs will:

1. Obtain inspections, health certificates, reports, and any other tests required by Service regulations and the carrier.

2. Provide health certificate to carrier driver or agent.

3. Supervise loading and handling according to Service regulations.

4. Furnish detailed instructions to attendants.

5. Ensure all shipments conform to carrier rules and regulations.

## **T. PREPARATION, DESCRIPTION, AND CONSOLIDATION OF CARGO**

TOs will:

1. Pack, label, describe, and document shipments in accordance with Chapters 206 and 208 and other applicable regulations.

2. Consolidate shipments to maximum extent.

3. Use stop-off privileges.

## **U. EXCESS VALUATION**

When a TO determines it is desirable to declare a valuation in excess of that which produces the lowest rate because of the peculiar nature or unusual value of a shipment, the TO must obtain specific authority from Service HQs (unless authority is delegated) and enter a reference to the authorization in the BL remarks block.

## **V. LIFTING AND TIEDOWN PROCEDURES**

1. General. Proper tiedown, lifting, and loading procedures are critical to ensuring that military cargo will be delivered on time and without damage. Vehicles must be lifted by appropriate means to avoid structural damage. Also, tremendous forces and stresses occur during shipment requiring that defense cargo be secured adequately to prevent shifting loads during transit.

2. Guidance. The following MTMC TEA Publications provide guidance on tiedown, lifting, and loading procedures:

- a. MTMC TEA Pamphlet 55-19, Tie-down Handbook for Rail Movements.
- b. MTMC TEA Reference 55-20, Tie-down Handbook for Truck Movements.
- c. MTMC TEA Reference 55-21, Lifting and Tiedown of U.S. Military Helicopters for Marine Transport.
- d. MTMC TEA Reference 55-22, Marine Lifting and Lashing Handbook.
- e. MTMC TEA Reference 55-23, Containerization of Military Vehicles.

Copies of these publications can be obtained by writing to Commander, MTMC TEA, 720 Thimble Shoals Blvd., Suite 130, Newport News VA 23606-2574, or DSN 927-4855, (757) 599-1110, Commercial (800) 722-0727.

## **W. DRIVEAWAY AND TRUCKAWAY SERVICE**

Shipping TOs will:

1. Ensure that the required preliminary vehicle maintenance and/or servicing has been performed before surrender of vehicle to the carrier, and give the carrier an opportunity to determine that the vehicle is in satisfactory, driveable condition.

2. Advise the carrier of any vehicle requiring special handling and/or operation, and annotate the BL accordingly. Normally, each vehicle subject to this requirement will be shipped on a separate BL.

3. Ensure that governors are properly installed and sealed on those vehicles equipped with governors.

4. Furnish the carrier operator with a set of DD Form 651, Carrier's Report of Damage or Breakdown, with the NOTE in Item 8 completed for each vehicle to be transported in driveway service.

<b>DOMESTIC FREIGHT ROUTING REQUEST AND ORDER</b> <small>(All items must be completed or otherwise explained. See Instruction on back of this)</small>					
<b>TO (Name, Address and ZIP Code of Routing Authority)</b> Commander, Military Traffic Management Command, Deployment Support Command ATTN: MTDC Ft. Eustis, VA 23604			<b>1. REQUESTING AGENCY IDENTIFICATION NUMBER</b> <div style="text-align: center;">249</div>		<b>2. DATE OF REQUEST (YYYYMMDD)</b> <div style="text-align: center;">20000907</div>
			<b>3. DATE SHIPMENT AVAILABLE FOR</b> <div style="text-align: center;">000912</div>		<b>4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE</b> <div style="text-align: center;">TP-3      000930</div>
<b>FROM (Name, Address and ZIP Code of Requesting Agency)</b> Transportation Officer Crane Army Ammunition Activity Crane, IN 47523-5099			<b>5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE</b>		
			<b>6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMECLATURE AS SHOWN IN MILITARY FREIGHT CLASSIFICATION GUIDE SYSTEM WITH STCC, AND/OR NMDC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES</b>  <div style="text-align: center;">Class C Ammunition, 9MM 64300-03, UPC 05903, 40 pallets</div>		
<b>7. EQUIPMENT</b> a. CARS	<b>NUMBER</b> 1	<b>SIZE</b> 	<b>TYPE</b> RC2	<b>8. GROSS WEIGHT</b> <div style="text-align: center;">80,000</div> <b>9. TOTAL NUMBER OF CUBIC FEET</b> <div style="text-align: center;">4,900</div>	
b. TRUCKS	2	40	AY2		
c. BARGES					
d. CONTAINERS					
<b>10. CONSIGNOR (Show actual shipper)</b> <div style="text-align: center;">Crane Army Ammunition activity, Crane, IN 47522-5099</div>					
<b>11. CONSIGNEE(S) (Name and Address)</b> Transportation Office Fort Hood, TX 76544-5062			<b>12. ORIGIN (Show actual shipping point)</b> <div style="text-align: center;">Crane, IN SPLC: 376123250</div>		
			<b>13. DESTINATION (Show actual point of delivery)</b> <div style="text-align: center;">Fort Hood, TX SPLC: 683260250</div>		
<b>14. RAIL CARRIER SERVING</b>			<b>c. PRIVATE</b>		<b>d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY</b>  SPLC: 376125000 SPLC: 683267000
			<div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>		
a. CONSIGNOR CPRS			X		
b. CONSIGNEE ATSP			X		
<b>15a. IF TRANSIT FREIGHT SHOW INBOUND REFERENCES</b>					
(1) (BLOCK 15a information not required)					
(2)					
(3)					
<b>b. DISABILITY COSTS AVAILABLE (See DTR definition)</b>					
X	NO	YES (If "YES," furnish in "REMARKS" below)			
<b>16. REMARKS (Include any other pertinent information, which would affect aggregate delivered costs or selection of carrier or mode.)</b>  <div style="text-align: center;">           MOTOR – 3M and DO             Sensitive Risk Category IV:             RAIL – DI and MIW         </div>					
<b>17. TYPED NAME AND TITLE OF REQUESTOR</b> Mary Jones Transportation Officer			<b>18. OFFICE PHONE AND EXT.</b> <div style="text-align: center;">DSN 482-0000</div>		<b>19. SIGNATURE</b> <div style="text-align: center;"><i>Mary Jones</i></div>
1 <sup>st</sup> ENDORSEMENT (Valid for 30 days unless otherwise indicated)					
<b>20. TO:</b>			<b>21. DATE OF RESPONSE (YYYYMMDD)</b>		<b>22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)</b>
<b>23. ROUTES AUTHORIZED FOR SHIPMENT(S)</b>					
<b>24. APPLICABLE RATE INFORMATION</b>			<b>25. REMARKS</b>		
<b>RATE(S)</b> (Cents per 100 lbs.) a.	<b>MINIMUM WEIGHT</b> (Pounds) b.	<b>TARIFF OR OTHER AUTHORITY</b> c.	<b>26. NAME AND TITLE OF ISSUING OFFICER (Please type)</b>		
			<b>27. SIGNATURE OF ISSUING OFFICER</b>		

DD FORM 1085, SEP 1998, (EG)

PREVIOUS EDITION IS OBSOLETE

Figure 202-1. Sample Completed DD Form 1085



# DOD STANDARD TRANSIT TIME GUIDE – TRUCKLOAD

202-15

	AL	AZ	AR	CA	CO	CT	DC	DE	FL	GA	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY																
AL	1																																																																
AZ	4	1																																																															
AR	2	4	1																																																														
CA	6	2	5	2																																																													
CO	3	2	2	3	1																																																												
CT	3	6	3	6	4	1																																																											
DC	2	5	3	6	4	1	1																																																										
DE	3	6	3	6	4	1	1	1																																																									
FL	2	5	3	7	5	3	2	3	2																																																								
GA	1	5	2	6	4	3	2	2	2	1																																																							
ID	5	2	4	2	2	6	5	6	7	6	1																																																						
IL	2	4	2	5	3	3	2	2	3	2	4	1																																																					
IN	2	4	2	5	3	2	2	2	3	2	4	1	1																																																				
IA	2	3	2	4	2	4	3	4	4	3	3	1	2	1																																																			
KS	2	3	2	4	2	4	3	3	4	3	3	2	2	1	1																																																		
KY	2	4	2	6	3	3	2	2	2	1	5	1	1	2	2	1																																																	
LA	1	4	1	5	3	4	3	3	3	2	5	2	2	3	2	2	1																																																
ME	3	7	4	7	5	1	2	2	4	3	7	3	3	4	4	3	4	1																																															
MD	2	6	3	6	4	1	1	1	2	2	5	2	2	3	3	2	3	2	1																																														
MA	3	6	4	7	5	1	2	2	3	3	6	3	3	3	4	3	4	1	2	1																																													
MI	3	5	2	5	3	2	2	2	3	2	4	2	2	2	3	2	3	2	2	2	2																																												
MN	3	4	2	5	2	3	3	3	4	3	3	2	2	1	2	2	3	4	3	4	2	1																																											
MS	1	4	1	5	3	3	2	3	2	1	5	2	2	3	2	2	1	4	3	3	3	3	1																																										
MO	2	3	1	5	2	3	3	3	3	2	4	1	1	1	1	2	2	4	3	3	2	2	2	1																																									
MT	5	4	4	3	2	6	5	5	6	5	2	4	4	3	3	4	5	6	5	5	4	3	5	4	2																																								
NE	3	3	2	4	2	4	3	4	4	3	3	2	2	1	1	2	3	4	3	4	3	1	3	1	2	1																																							
NV	5	2	4	2	2	6	6	6	7	6	2	4	4	4	3	5	5	7	6	6	5	4	5	4	2	2	1																																						
NH	3	6	4	7	5	1	2	2	4	3	5	3	3	4	4	3	4	1	2	1	3	4	4	3	6	4	5	1																																					
NJ	3	6	3	6	4	1	1	1	3	2	6	2	2	3	3	2	3	2	1	1	2	3	3	3	5	3	6	2	1																																				
NM	3	2	3	3	1	5	5	5	5	4	3	3	3	2	2	4	2	6	4	5	4	3	3	3	3	2	3	6	5	1																																			
NY	3	6	4	7	4	1	1	1	3	2	6	3	2	3	4	2	4	2	1	1	2	4	3	3	5	4	6	2	1	5	1																																		
NC	2	5	2	6	4	2	1	1	2	1	6	2	2	3	3	2	2	3	1	2	3	3	2	3	5	3	6	3	2	4	2	1																																	
ND	4	4	4	4	2	4	4	4	5	4	3	3	3	2	2	3	4	5	4	4	3	1	4	3	2	2	4	5	4	3	4	4	1																																
OH	2	5	2	5	3	2	1	2	3	2	5	1	1	2	3	1	3	3	1	2	2	2	2	2	2	4	3	5	3	2	4	2	2	3	1																														
OK	2	3	2	4	2	4	3	4	4	3	4	2	2	2	1	2	2	5	3	4	3	2	2	2	3	2	3	4	3	2	4	3	3	2	1																														
OR	6	3	5	2	3	7	6	6	7	6	2	5	5	4	4	5	5	7	6	7	5	4	6	5	3	3	2	7	6	3	7	6	3	5	4	1																													
PA	3	5	3	6	4	1	1	1	3	2	6	2	2	3	3	2	3	2	1	2	2	3	3	3	5	3	6	2	1	5	1	2	4	1	3	6	1																												
RI	3	6	4	7	5	1	1	1	4	3	6	2	2	3	4	2	4	1	1	1	2	4	3	3	5	4	6	1	1	5	1	2	4	2	4	7	1	1																											
SC	1	5	2	6	4	2	1	2	2	1	5	2	2	3	3	1	2	3	2	2	3	2	2	5	3	6	3	2	4	2	1	4	2	3	6	2	2	1																											
SD	4	4	3	4	2	4	4	4	5	4	3	2	2	2	2	3	4	5	4	4	3	2	4	2	2	1	3	5	4	3	4	4	1	3	3	3	4	4	4	1																									
TN	2	4	2	6	3	3	2	2	2	1	5	2	1	2	2	1	2	3	2	3	2	3	1	2	4	3	5	3	2	3	3	2	3	2	2	6	2	3	2	3	1																								
TX	2	3	2	4	2	5	4	4	3	3	4	3	2	2	2	3	2	5	4	5	3	3	2	2	4	3	3	5	4	2	4	3	3	3	2	5	4	5	3	3	3	2																							
UT	4	2	4	2	2																																																												

**DOD STANDARD TRANSIT TIME GUIDE – LESS TRUCKLOAD**

	AL	AZ	AR	CA	CO	CT	DC	DE	FL	GA	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY		
AL	2																																																		
AZ	7	2																																																	
AR	4	5	2																																																
CA	7	4	7	3																																															
CO	7	4	4	4	2																																														
CT	5	7	5	9	7	2																																													
DC	4	8	4	9	7	3	2																																												
DE	5	7	5	9	7	3	3	2																																											
FL	4	7	4	9	7	5	4	4	3																																										
GA	3	6	4	7	5	4	4	4	3	2																																									
ID	7	4	7	4	4	8	8	7	8	8	2																																								
IL	4	7	4	7	4	4	4	4	5	4	7	2																																							
IN	4	7	4	7	5	4	4	4	4	4	7	3	2																																						
IA	4	5	4	7	4	6	5	5	7	5	5	3	4	2																																					
KS	4	5	4	5	4	6	6	6	5	5	5	4	4	3	2																																				
KY	3	6	3	7	7	5	4	4	4	3	7	3	3	4	4	2																																			
LA	3	7	3	7	5	6	5	5	4	3	7	4	4	5	4	4	2																																		
ME	5	9	7	9	7	3	4	4	4	4	8	5	5	6	5	5	6	2																																	
MD	4	8	4	9	7	3	3	3	4	4	8	4	4	5	5	4	5	4	2																																
MA	5	8	6	9	7	3	3	3	5	5	8	4	5	7	5	5	6	3	3	2																															
MI	4	7	4	7	5	4	4	4	5	4	7	3	3	4	4	3	5	4	4	4	2																														
MN	5	6	4	7	4	6	5	5	6	5	7	3	4	3	4	4	5	6	5	6	4	2																													
MS	3	6	3	7	5	6	4	5	4	3	7	3	4	5	4	4	4	6	5	6	5	5	2																												
MO	3	5	3	7	4	5	5	5	5	4	7	3	3	3	3	3	3	5	5	5	4	4	3	2																											
MT	8	5	7	5	4	7	8	7	8	8	4	7	6	6	6	7	7	8	7	8	7	6	7	6	2																										
NE	5	5	3	7	4	5	6	6	7	5	5	4	4	3	3	4	4	5	6	5	4	3	4	3	5	2																									
NV	7	3	6	4	4	8	8	8	7	7	4	7	7	6	5	6	6	8	8	8	7	7	7	6	4	4	2																								
NH	5	8	6	9	7	3	3	3	5	5	8	4	5	6	5	5	6	3	4	3	4	6	6	5	8	6	8	2																							
NJ	5	7	6	9	7	3	3	3	4	4	8	4	4	5	6	4	6	4	3	3	4	5	5	5	8	6	8	3	2																						
NM	5	3	4	5	3	7	7	7	7	5	5	4	5	4	4	6	4	7	7	7	6	5	5	4	5	4	4	7	7	2																					
NY	5	8	6	8	7	3	3	3	5	4	7	4	4	5	6	4	6	4	3	3	4	5	5	5	8	5	7	4	3	7	2																				
NC	3	7	4	8	6	4	3	3	4	3	8	4	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	2																			
ND	6	7	5	7	5	6	7	7	7	7	6	5	5	5	5	5	6	8	6	7	5	4	6	5	5	5	6	7	6	6	6	6	2																		
OH	4	7	4	7	5	4	3	4	5	4	6	3	3	4	4	3	5	4	3	4	3	4	5	4	7	4	7	4	4	5	4	4	6	2																	
OK	4	4	3	5	3	6	6	6	7	4	5	4	4	4	3	4	3	7	5	6	4	4	4	3	6	3	5	6	5	3	6	5	5	4	2																
OR	8	5	6	4	4	9	9	9	9	8	4	7	7	7	6	8	8	9	9	9	8	6	8	6	4	5	4	9	9	6	9	9	6	8	6	2															
PA	5	7	5	7	7	3	3	3	5	4	7	4	4	5	6	4	5	4	3	3	4	5	5	4	7	5	7	3	3	7	3	3	6	3	5	7	2														
RI	5	9	6	8	7	3	3	3	5	4	8	4	4	5	6	4	6	3	3	3	4	6	5	5	8	5	7	3	3	7	3	4	7	4	6	8	3	2													
SC	3	7	4	7	6	4	3	3	3	3	8	4	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	3	6	4	5	9	4	4	2												
SD	5	7	6	7	5	6	6	6	7	7	5	5	5	4	4	5	6	7	6	7	5	4	8	5	5	4	6	7	6	6	6	6	4	5	5	6	6	7	6	2											
TN	3	6	3	7	5	4	4	4	4	3	7	4	3	4	4	3	3	5	4	5	4	4	3	3	7	5	6	5	4	5	4	3	5	4	4	7	4	5	3	5	2										
TX	4	4	3	5	4	6	6	6	5	4	7	4	4	4	3	4	3	7	6	7	5	5	4	4	6	4	5	7	6	3	6	5	5	5	3	7	6	7	5	5	4	3									
UT	7	3	6	4	3	7	7	7	7	7	3	5	6	5	4	7	7	8	7	8	5	5	7	5	4	4	3	8	7	3	7	7	5	6	4	4	7	7	7	5	6	5	2								
VT	4	8	5	9	7	3	4	4	5	5	8	5	4	6	5	5	6	3	4	3	4	5	6	5	8	5	8	3	3	7	3	5	7	4	6	9	3	3	4	7	5	7	7	2							
VA	4	7	5	9	7	3	3	4	4	8	4	4	5	5	3	5	4	3	3	4	5	4	4	8	6	8	4	3	7	3	3	6	3	6	9	3	3	3	6	3	6	7	4	2							
WA	8	4	7	4	5	9	9	9	9	8	4	6	7	7	6	8	8	9	9	9	8	6	8	6	4	7	4	8	9	5	9	9	6	8	6	3	9	9	9	6	8	6	4	9	9	2					
WV	4	7	4	7	7	4	3	3	4	4	7	4	3	4	4	3	5	4	3	4	4	4	4	4	7	5	8	4	3																						

## **ROUTE ORDER NUMBER - CODES AND STRUCTURE**

<b>POSITION 1 - Issuing Office:</b> 1 – Deployment Support Command 7 - Transportation Officer 9 - Headquarters MTMC	<b>POSITION 3 - Transportation Mode</b> A - Bus B - Truck D - Pipeline E - Rail F - Rail TOFC/COFC Door-to-Door G - Rail TOFC/COFC Plan 3 H - Rail TOFC/COFC Plan 4 K - Air Freight L - Air Freight Forwarder M - Air Taxi N - Surface Freight Forwarder O- Water P - Shipper Association Q - Shipper Agent R - Package Express S- Drive-away Service T - Tow-away Service U - Drive-away/Tow-away Service V - Water-Pipeline Intermodal Movements W - Shipper Agent (Truck/Rail/Truck) X - Shipper Agent (Truck)
<b>POSITION 2 - Type of Route Order:</b> <b>Guaranteed Traffic:</b> A - Base Realignment B - Bulk Liquid D - Other Movement J - Development L - Volume Movement O- Exercise P - Redeployment/Retrograde S- Standing Route Order T - Emergency Procedure V – Contractor/Vendor X - Military Impedimenta	<b>POSITION 4-9 - Unique Identifier</b> Assigned by CFM Host
<b>Negotiated:</b> C - Base Realignment E - Bulk Liquid F - Other Movement G - Foreign Military Sales H - Deployment K - Volume Movement M - Redeployment/Retrograde N - Standing Route Order Q – Contractor/Vendor R - Military Impedimenta 1 - Exercise	<b>POSITION 10 - Military Service</b> A - Army B - Defense Mapping Agency D - Any Service F - Air Force M - Marine N - Navy P - Coast Guard S- Defense Logistics Agency U - GSA W - Army/Air Force Exchange Service Y - Non-DOD (Except Coast Guard)
<b>Non-Negotiated:</b> U - Base Realignment W - Bulk Liquid Y - Other Movement Z - Foreign Military Sales 2- Deployment 3- Emergency Procedure 4- Volume Movement 5- Redeployment/Retrograde 6- Standing Route Order 7- Exercise 8- Contractor/Vendor 9- Military Impedimenta	

**Figure 202-4. Route Order Number Codes and Structure**

CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT				
1. FROM (Consignee at Stopoff Point) Transportation Officer Defense Depot Richmond Richmond Va. 23297-5900		2. BILL OF LADING NUMBER G-4,989,092		
		3. STOPOFF POINT Defense Distribution Depot Richmond Richmond Va., 23297-5900		
4. TO <div style="display: flex; justify-content: space-between;"> <div> Transportation Officer  Defense Distribution Depot  Susquehanna  Mechanicsburg, PA., 17055-0000 </div> <div> </div> </div>				
5. CAR INITIALS AND NUMBER OR MOTOR CARRIER AND TRUCK NUMBER Ranger Transportation Inc. (RNGR) Trl 140641				
6. DATE RECEIVED (YYYYMMDD) 19990628		7. INBOUND SEAL NUMBER(S) Unk.		
8. ARTICLES UNLOADED				
a. DESCRIPTION	b. NUMBER OF PACKAGES	c. KIND	d. NO. ON PACKAGE(S)	e. WEIGHT
Brush, Chipper	1	LS	1	5450
9. TOTAL WEIGHT UNLOADED (In words and figures) (The weight of bulkheads, dunnage, or similar material will not be shown. Any change in net weight of such material used inbound will be reported to final consignee.)  Five Thousand Four Hundred and Fifty Pounds. (5450)				
10. DATE FORWARDED FROM STOPOFF POINT (YYYYMMDD) 19990628		11. OUTBOUND SEAL NUMBER(S) Unk.		
12. FORWARDING CARRIER Ranger Transportation Inc. (RNGR)				
13. REMARKS (Indicate if loss or damage is involved)  No Apparent Discrepancy				
14. THE PROPERTY DESCRIBED IN ITEM 8 WAS RECEIVED ON THE DATE INDICATED ABOVE, IN APPARENT GOOD ORDER AND CONDITION EXCEPT AS NOTED IN ITEM 13.		a. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT TA FOR ROBERT M. CYGRYMUS, LTC, USA., T. O. TRANSPORTATION & SHIPPING DIVISION		

DD FORM 1371, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

**Figure 202-5. Consignee's Receipt for Delivery at Stop Off/Unloading Point,  
DD Form 1371**

<b>ROUTE ORDER AMENDMENT</b>			<b>DATE OF REQUEST</b> 4 MAR 00	
<b>PART 1 – REQUEST FOR AMENDMENT</b>				
2. TO: (MTMC routing authority) MTMC/DSC FT EUSTIS, VA 23604			3. FROM: (Name, address, and ZIP code of requesting agency) U.S. NAVAL ACADEMY	
4. ROUTE ORDER NUMBER	5. IDENTIFICATION NUMBER	6. TYPE OF MOVEMENT (X) <input type="checkbox"/> RAIL <input type="checkbox"/> MOTOR <input type="checkbox"/> OTHER _____		
7. CONSIGNOR (SHOW ACTUAL SHIPPER) U.S. NAVAL ACADEMY, MD (BANT)			8. CONSIGNEE (Name and Address) NCBC PORT HUENEME, CA	
9. ORIGINAL CARRIER(S)			10. AMMENDEED CARRIER(S)	
11. ORIGINAL SCHEDULED DEPARTURE DATE (YYYYMMDD)	12. VESSEL INVOLVED (X) <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AMMENDEED DEPARTURE DATE (YYYYMMDD)	14. DATE VESSEL COMES ON BERTH (YYYYMMDD)	
15 COMPLETE COMMODITY DESCRIPTION  W-109190 - STEAM PLANT UNIT      35,000 J60X960   X   32				
16. REMARKS (Reason for amendment)  NEW CARRIERS				
17. REQUESTOR				
a. TYPED NAME (Last, First, Middle Initial)  CARLOS	b. TITLE	c. TELEPHONE NUMBER 410-293-3384 FAX: 410-293-9297	d. SIGNATURE	
<b>PART II – CONFIRMATION OF AMENDMENT</b>				
18. TO: (Requesting agency)			19. FROM: (MTMC routing authority)	
20a. ROUTED BY (Name of MTMC technician)	b. TELEPHONE NUMBER (Include Area Code)	21a. CONFIRMED BY (Name)	b. TELEPHONE NUMBER (Include Area Code)	
22. DATE ROUTING COMPLETED (YYYYMMDD)		23. DATE OF CONFIRMATION (YYYYMMDD)		
24. REMARKS (Rate Route – Tariff/Tender authority)  SEE ATTACHED AMENDMENT				
25. ISSUING OFFICER				
a. TYPED NAME (Last, First, Middle Initial)	b. TITLE	c. TELEPHONE NUMBER (Include Area Code)	d. SIGNATURE	

DD FORM 2017, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

**Figure 202-6. Route Order Amendment, DD Form 2017**

AT4TEIN055

Date: 02/07/00

SHIP RESPONSE – AMENDMENT

1 (AUTOFAX) Page: 1 of 4

\*\*\*\*\*  
\*\*\*\*\*

Route Order: 1YBAACASUN Regular ID: N0016D00596 Group Number: 1

Requestor Name: CARLOS BANT TP1 Phone: (410) 293-9297 Fax: (410) 293-3384

Route Information: Available Date: 02/14/00

Origin: 236830290 US NAV ACAD MD SPLC miles: 2717

Destn: 884169290 NCBC PRT HUENEME CA Total miles: 2717

Total QNTY: 35000 Pounds POC: Brow, Thomas Phone: (201) 823-5767

\*\*\*\*\*

\*\*\* When more than one carrier can provide the required Service at the \*\*\*  
\*\*\* same delivered cost, distribute traffic equitably \*\*\*

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Equipment: AE2 Commodity: 190190 Request: 776081

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1. HUNA HUNT TRANSPORTATION Mode: g FS: D% Phone: (800) 245-4868

Tender: 000007 00 EPF: 09/23/99 EXP: 09/22/01 Phone: (402) 331-0660

Route: MD - CA EQP: AE2 Commodity: 190190

SVC: Cost SVC Cost SVC Cost SVC Cost SVC Cost

Linehaul Cost: 3749.46 Permit Cost: MISC Cost:

REN5 : 141 – 1 ,111, 131, 319, 337, 355

Remarks: \$1.38.PM @40,000 LBS.

ADD RIN 117 (\$20M) TO ALL CARRIERS ON THIS ORDER

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2. RTTA R.T. TRANSPORTATION, INC. Mode: Q PS:08 Phone(708)361-3353

Tender: 000031 DD REF: 10/29/99 EXP: 10/29/01 Phone(800)323-5750

Route: SC - SC EQP: AE2 Commodity: 190290

SVC: Cost SVC Cost SVC Cost SVC Cost SVC Cost

Linehaul Cost: 3776.63 Permit Cost: MISC Cost:

REN5 : 141 – 1 ,111, 131, 319, 337, 355

Remarks: \$1.39.PM

**Figure 202-6. Route Order Amendment, DD Form 2017 (Cont'd)**